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ABSTRACT

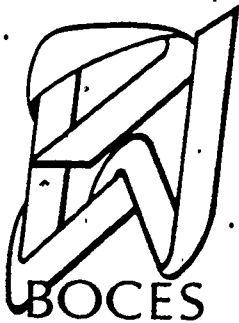
This curriculum guide provides materials for nine courses taught in the readiness program for students 15 years of age and over who are not benefiting from education in regular educational settings. (The program is intended to identify a suitable occupational field in which students can succeed and to develop their social and emotional readiness and behavior to function successfully in all occupational training programs.) Introductory materials include the program's basic philosophy, objectives, criteria for entrance into the Occupational Readiness Center, and course descriptions. Outlines follow for each course that combine academic instruction with student experience in a "live work" situation. Courses cover these trade/occupational clusters: metal trades, automotive trades, building trades (masonry/carpentry), building trades (electrician/plumber), building maintenance, horticulture/floriculture occupations, food trades, cosmetology/personal grooming, and health/personal service occupations. The courses are divided into units corresponding to specific job titles and occupations. Each unit presents this information: job title, job duties, working conditions, job requirements, job conditions, basic skills and knowledge, job practice, academic demands, additional job information, and evaluation. A unit outline details learning goals; learning activities; tools, equipment, and supplies; new terminology; math; and text, workbook, and other supplies. Some student information forms are appended. (YLB)

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GUIDE CURRICULUM GUIDE THE ORC CURRICULUM

Occupational Readiness Center



BOARD OF COOPERATIVE
EDUCATIONAL SERVICES

Putnam/Northern Westchester Education Center
Yorktown Heights, New York 10598 • (914) 245-2700

2nd Edition
June 1982

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BASIC PHILOSOPHY

All individuals are entitled to an education according to their abilities. The student who may not be benefiting from education in regular educational settings, should not be excluded, but has equal rights to achieve to the limit of his or her abilities.

The procedure and organization of his education experiences must be adapted to his competencies and needs. His or her education must begin at his level of academic, social and emotional experiences, and progress at a pace adapted to the individual. During this process of education, the individual must be helped to accept the reality of his ability level. Therefore, this education does stress social and academic skills within the occupational areas. These are the areas in which he or she may achieve success if given individualized instruction in concrete situations that can be both observed and experienced. The individual is directed at this time towards an occupational decision that is practical and realistic.

Upon leaving the school environment, the student will find it necessary to live and compete in a complex society. Thus it is deemed necessary that the school attempt to help the individual understand himself as a person and as a member of society.

With this guidance, it is hoped that the student may gain self-respect and may make the best possible adjustment in the community in which he or she lives and works.

EDUCATIONAL OBJECTIVES

- I. GENERAL OBJECTIVE
To provide information and experiences leading to a logical selection of specific occupational training.
- II. SPECIFIC OBJECTIVES
 - a. *To continue to orientate student to the concept of work and its physical, social and emotional implications.*
 - b. *To explore with student the training and employment opportunities in the various occupational areas.*
 - c. *To discover occupational-potentialities and interests.*
 - d. *To provide realistic occupational experiences for the purpose of student - teacher evaluation of the student.*
 - e. *To develop readiness for specific occupational training.*
 - f. *To promote academic motivation through occupational exploration.*

CRITERIA FOR ENTRANCE INTO O.R.C.

A candidate should:

1. Be 15 years of age and have a maturity level which would indicate probable success in the program.
2. Have had some orientation toward work.
3. Have a level of coordination which would indicate probable success in the program.
4. Have an acceptable attendance record.
5. Exhibit behavior patterns and a stability which would indicate probable success in the program.
6. Have shown ability to work independently.
7. Be able to understand and accept directions.
8. Exhibited safe work habits.

OCCUPATIONAL READINESS CENTER(READINESS PROGRAM EXPLANATION)

The program has two basic goals: the identification of a suitable occupational field in which students can be successful and enjoy, and the development of the students' social and emotional readiness and behavior that will enable them to function successfully in a future occupational training program. These goals are accomplished by having the students participate in a variety of occupations by experiencing them in "live work" situations, and by providing academic instruction related to each occupation.

(COURSE DESCRIPTIONS)METAL TRADESCourse Code 985 & 995YORKTOWN

Metal working, machining occupations, and drafting are covered. Included are sheetmetal worker, general machine operator, machinist apprentice, welder and electromechanical repair worker. Related academics cover vocabulary, language arts, applied math and science. Students operate various machines, use hand and power tools, perform drafting and welding experiences, and become aware of and practice the safety requirements needed in this field.

AUTOMOTIVE TRADESCourse Code 985 & 995YORKTOWN

The automotive trades occupations are experienced. Included are auto mechanic, lubrication and tire specialist, service station mechanic, small engine mechanic and auto body worker. Related academics cover vocabulary, safety, language arts, applied math and science. Students practice and work on non-operating cars using hand and power tools, testing equipment, practice on engines, and perform selected projects.

BUILDING TRADESCourse Code 985 & 995YORKTOWNMasonry/CarpentryCourse Code 986FOX MEADOW

The various construction trades are covered, such as bricklayer, carpenter, sheetrocker, blocklayer, taper, roofer and painter. Related academics include vocabulary, language arts, related math and science. Students build various models and mock structures, moving from one trade to the next using appropriate hand and power tools. Safety as it relates to this industry is an integral part of a youngster's instructional program.

BUILDING TRADESCourse Code 985 & 995YORKTOWNElectrician/Plumber

The various construction trades are experienced, such as plumber, electrician, plumber's helper and electrician's helper. Related academics include vocabulary, language arts, related math and science. Students build various models and mock structures, moving from one trade to the next using appropriate hand and power tools. Safety as it relates to this industry is an integral part of a youngster's instructional program.

BUILDING MAINTENANCECourse Code 995YORKTOWN

Building maintenance and custodial occupations are experienced. Included are industrial/commercial maintenance worker and custodians. Related academics are covered and

(continued on reverse side)

students operate the many pieces of hand and power equipment used in this field.

HORTICULTURE/FLORICULTURE OCCUPATIONS

Course Code 985 & 995

YORKTOWN

Several floriculture/horticultural occupations are covered, including nursery worker and helper, landscape gardener and helper, greenhouse worker, horticulturist and floriculturist. Related academics include language arts, related math and science. Students plant, propagate floral and ornamental plants, and perform small construction projects, laboring jobs, and operate small equipment, hand and power tools.

FOOD TRADES

Course Code 980 & 990

YORKTOWN

Various occupations in the quantity food preparation and service field are covered, including chef, cook, baker, cafeteria worker, kitchen helper, waiter and waitress. Related academics include communication skills, related math and science. The students perform all aspects of this work including the preparation and service of food in a miniature cafeteria-restaurant.

COSMETOLOGY/PERSONAL GROOMING

Course Code 985 & 990

YORKTOWN

Cosmetology occupations are covered. They are manicurist, hair dresser/beautician. Students will perform various aspects of this work and emphasis will be placed on personal grooming, hair and skin care, shampooing and hair setting. Related academics include communication skills, related math and science concepts. Personal grooming experiences will be provided for selected students in need of pre-occupational preparation.

HEALTH/PERSONAL SERVICE OCCUPATIONS

Course Code 980 & 990

YORKTOWN

Several Health/Personal Services and Child Care Occupations will be included. Occupations to be experienced are orderly, ward clerk, nurse's aide, private household worker, day care center aide and other related occupations. Academics include science, math and related communication skills. Personal Service Occupations will be provided for selected students who would benefit from an exposure to motel/hotel housekeeping areas.

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METAL TRADES

COURSE: METAL TRADES

UNITS:

First Quarter

General Machine Operator
Drill Press Operator
Lathe Operator
Machinist Apprentice
Electro-Mechanical Repairman (Appliances)
Small Engine Repairman
Welder (Electric and Gas)
Draftsman (Mechanical)
Ironworker

Second Quarter

Same as First Quarter

Third Quarter

Same as First Quarter

Fourth Quarter

Same as First Quarter

Trade: Metal

I. JOB TITLE: General Machine Operator

II. JOB DUTIES:

- To place rough metal stock in a machine tool and follow the direction of a skilled set-up man
- Make minor adjustments to keep the tool operating
- Follow blueprints
- Use measuring tools for checking accuracy of operation
- Select lubrication for operation

III. WORKING CONDITIONS:

- Paid hourly on incentive rates
- Must wear safety equipment
- Usually in a factory type production setup
- Must work at an operating machine where oil, metal chips and some lubricating fumes are evident
- Noise factor is considerable

IV. JOB REQUIREMENTS:

- Background in general machine operation to include the following:
 - Metal identification
 - Metal characteristics
 - Cutting principles
 - Precision measuring-micrometer and vernier

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Must understand basic machine tool operation to operate more complicated production machines
- Must understand the following: measurement, cutting principles, electric motor controls, lubrication, speeds and feeds

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Must be able to read instructions, blueprints, manuals and handbooks
- Math: Must be able to make precision measurements
 - Must understand decimals
- Verbal: Must know machine tool operation nomenclature to communicate with supervisor or setup man
- Written: Must be able to make out production reports, time sheets and job estimates

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: The introduction of new more sophisticated production machines will limit the number employed in this area
 - Other factors such as new processes might offset this
- 2) Advantages: Able to be employed without extensive training
 - Can be a semi-skilled operator in a few weeks or after a short training period
 - Incentive pay enables worker to work harder and earn more
- 3) Training opportunities: On the Job-Vocational School

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: General Machine Operator

NO. 1

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS,
OTHER SUPPLIES**

... To learn all safety procedures to be followed as a General Machine-Operator
... Machine, eye and fellow worker safety
... To identify the types of machinery and understand operation
... Understand how machines are set up and used for production
... Know how to conduct a safe machine operation
... To produce a single, well-made machine item project
... To be able to perform spark test on metals
... To become familiar with Job Planning (basic drawing, selection of materials, etc.)

... Practice Safety
... Using metal lathe, shaper drill press and grinder to begin introduction to machine tool operation
... Layout of initial project-machinist hammer. Figure stock and begin turning from 1"-½" steel stock.
... Develop a plan for a hammer
... Comparison of pictures of characteristic sparks and matching of these with written fill-in notes identifying their corresponding types of metal
... Practice "dry runs" through job procedures-working drawing, job plan, bill of materials, choosing stock, etc.
... Practice looking up materials in catalogs and filling out order blanks and correctly making out arithmetic sections of order blanks
... Handling metals in the class each of which is characterized by features such as tensile strength and then describing them on mimeo fill out outline notes and on the chalk board
... Vocabulary: Spelling, usage and comprehension of related terminology
... Math: Basic measurement and drafting skills reviewed and reinforced
... Science: Basics of electricity and physics in relation to machine

Machine Lathe Shaper
Drill Press Grinders

- a) Tool Post
- b) Tool bit

All lathe accessories

- a) Chucks
- b) Boring tools
- c) Tool bits

All bench tools needed

- a) Ball peen hammer
- b) Files
- c) Vises
- d) Wrenches
- e) Scratch awl
- f) Center punch
- g) Prick punch
- h) Cold chisels
- i) Aviation snips

VOCABULARY

Machine tool
Lathe operation
Cylindrical
Drilling
Boring
Cutting speed
Longitudinal Feed
Cross feed
Lathe chuck
Chuckling
Tool bits
Tool holder
Grinding
Facing
Centerdrilling
Lathe centers
Aligned
Lathe dog
Reaming
Kuriling
Steady rest
Threading
Micrometer
Tensile
Strength
Conductibility
Ductility
Hardness
Hardenability
Elasticity
Machinability
Brittleness
Toughness
Corrosion
resistance

Metalwork Technology and Practice, Ludwig Technical Metals, Johnson
Technical Metals
Workbook
Occupational Dictionary
Occupational outlook
Handbook

FILMS

Safety in the Ship:
Basic Practice - 13 min.
BOCES Library
Metal Ship Safety - 13 min.
BOCES Library
Saga of Safety Same - 12 min.
BOCES Library
Draina of Metal Forming - 28 min.
BOCES Library
Aluminum: Metal of Faces
Department of the Interior, Bureau of Mines
Silber
Department of Interior, Bureau of Mines

FIRLD TRIPS

Hudson Wire Works
Ossining, New York
Phelps Dodge Mfg.
Division - Yonkers, New York

Teacher Made Materials

COURSE: Metal Trades

OCCUPATION: General Machine Operator

NO. 1

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER SUPPLIES

operation
... Occupation: Discuss the job and
its requirements, opportunities and
accessibility

MATH
Review measurement concepts to
one-sixteenth of inch. Introduce
micrometer and skills necessary.

Trade: Metal

I. JOB TITLE: Drill Press Operator

II. JOB DUTIES:

Selects drills and adjusts speeds for production work
Measures position of holes to be drilled
Sharpens drills for operation
Reads prints to insure accuracy of work

III. WORKING CONDITIONS:

Works in coordination with production personnel usually standing and operating automatic feed, or performing manual operations
Works in a well-lighted and clean surroundings where noise is not a severe problem
Size of machine could vary where heavy and light loads must be processed

IV. JOB REQUIREMENTS:

Background in machine operations
Blueprint reading
Knowledge of metals
Understanding heat treatment of metals

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of basic machine tools
Sharpening of drills
Understanding of heat treatment
Knowledge of abrasives
Measurement and blueprint reading

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read basic instructions for production
Must be able to read technical information on how to operate and maintain the machine he is operating
Math: Must be able to measure with a micrometer inside and outside
Must be able to understand speed formulas for various kinds of metals and drills
Must be able to lay out angles and distances with reasonable accuracy
Verbal: Must understand the nomenclature of the machine and be able to communicate this to other workers and his supervisor
Written: Must be able to fill in work records, keep time sheets and process any other reports such as accidents, etc.

ADDITIONAL JOB INFORMATION:

- 1) **Disadvantages:** The repeating of a similar operation many times might seem to be a difficult task
Standing at the machine for long periods
- 2) **Advantages:** Employment is found in a wide range of industries
The job can be learned in a few weeks
Comfortable inside working conditions
- 3) **Training opportunities:** On the Job-Vocational Schools

IX. EVALUATION: As determined by teachers

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT WORKBOOKS OTHER SUPPLIES
<p>... To learn all the safety rules and precautions when working in the shop at the drill press.</p> <p>Eye safety</p> <p>Clothing</p> <p>Cleaning</p> <p>... To learn the function of a metal cutting drill and to be able to sharpen drill</p> <p>... To understand cutting speeds for all metals</p> <p>... To understand aspect of metal hardness (Brinell Hardness Test, etc.)</p> <p>... To be able to accomplish drill press operation layout procedures</p> <p>... To be able to follow blue prints for production to .001"</p>	<p>... Practice Safety</p> <p>... Hammer</p> <p>... Drill metal for boy interest projects such as Go Carts, Mini bikes, Small machine tools, etc.</p> <p>... Drill metal for general maintenance projects</p> <p>... Teacher-student projects</p> <p>... Math: Review principles in addition, subtraction, multiplication, and division of fractions and decimals</p> <p>... English: Comprehension of new terminology, its usage, spelling, etc.</p> <p>... Science: Discuss principles of electricity and physics which relate to drill press operations</p> <p>... Occupational: Drill Press Operator</p>	<p>Drill presses</p> <p>All drill sizes from one-sixteenth to one-half</p> <p>29 drills fractional sizes</p> <p>Layout tools such as Divider</p> <p>Surface gauge</p> <p>Surface table</p> <p>Combination square</p> <p>Center punch set</p> <p>Chisel set</p> <p>Counter link</p> <p>Special chuck and keys</p> <p>a) Universal</p> <p>b) Jacobs</p> <p>Assorted metal for fabrication sheet, plate, rod</p> <p>Angle and square</p>	<p>Arbor press</p> <p>Chuck jaw</p> <p>Chuck key</p> <p>Carbon steel</p> <p>Drill</p> <p>Drill Chuck</p> <p>Drill shank</p> <p>Drill gauge</p> <p>Drill sleeve</p> <p>Drill press spindle</p> <p>Drill socket</p> <p>Drill stand</p> <p>Drilling</p> <p>Flat drill</p> <p>Tapered shank</p> <p>Straight shank</p> <p>Straight fluted drill</p> <p>Body clearance</p> <p>Continue to emphasize fractions and decimal understanding and importance.</p> <p>Stress procedure</p>	<p>FILMS</p> <p>It Didn't Have To Happen</p> <p>15 Minutes</p> <p>BOCES Library</p> <p>Jobs and Interviews</p> <p>15 Minutes</p> <p>BOCES Library</p> <p>The Use and Care of Twist Drill</p> <p>23 Minutes</p> <p>Free Film</p> <p>Handouts of diagrams</p> <p>Drill Press</p> <p>Teacher made materials</p> <p>Metal Occ.</p> <p>Metalwork Technology and Practice</p> <p>Metalwork Technology and Practice Workbook</p> <p>Technical Metals</p> <p>Technical Metals Workbook</p> <p>Occupational Outlook Handbook</p> <p>Occupational Dictionary</p> <p>Basic Mathematics</p> <p>Practical Problems in Mathematics</p> <p>Field Trips</p> <p>Hudson Wire Works</p> <p>Ossining, New York</p>

I. JOB TITLE: Lathe Operator

II. JOB DUTIES:

Tends one or more previously set-up lathes to perform repetitive operations
Operations include turning, boring, threading, facing
Operates machine to feed tools to workpiece and engages automatic feed
Verifies conformity of machined work to specifications using fixed gauges, calipers and micrometers
Changes worn tools and may change machine speeds, feed rates and depth of cut
May work with nonmetallic materials

III. WORKING CONDITIONS:

Works in a factory with many other operators doing the same job
Machine tool operators are paid hourly or incentive rates
Must wear protective glasses when operating machine tools
Most machine shops are relatively clean and well-lighted
Machine work is not strenuous but the operator must stand all day

IV. JOB REQUIREMENTS:

Background in machine operations, blueprint reading, working knowledge of the properties of metals
Good vision and superior depth perception

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand and machine tools
Blueprint reading
Precision measurement
Science of the properties of metals

VII. JOB PRACTICES:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read operations sheets, blueprints
May be required to read manuals and handbooks
Math: Precision measurement, addition and subtraction of dimensions and angles
Interpret blueprints
May be required to use formulas to compute machine speed, feed, depth of cut
Verbal: Must be familiar with machine tool nomenclature in order to communicate with fellow workers and supervisor
Written: Must be able to fill out time sheets
May have to complete job estimates

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Employment of workers doesn't expand as fast as demand due to the increasing productivity brought on by automation
- 2) Advantages: Employment in a wide range of industries
- 3) Training opportunities: On the Job Apprenticeship programs
Vocational Schools

IX. EVALUATION: As determined by teachers

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
Understand safety procedures when operating the metal lathe. Goggles Cleaning Clothing ... To understand machine lathe nomenclature ... To have an understanding of metal cutting principles ... To know straight turning between centers and with use of chucks. ... To know knurling, facing, shoulder cuts and polishing ... To follow and understand a simple machine drawing ... To know general machine operation	... Practice Safety ... To operate the machine lathe and produce a simple machine project (See blue print) ... To perform, set up and maintain operations such as drilling, centering, facing, polishing and to use the micrometers ... Student project ... Study metal characteristics and cutting speeds ... Read and observe the text and workbooks on "how to" for machine operations (See text reference) ... Review all aspects of safety (eye) and other ... View transparencies on techniques and procedures on the lathe ... Locate parts and functions of lathe on diagrams of the lathe-fill in mimeo sheets	South Bend Lathe 10" with assorted 20 tool equipment Tool post grinder Measuring tools Calipers Micrometers-inside and outside Assorted hand tools Box end wrenches Open end wrenches Files Plastic hammer Pliers Oil for lubrication Abrasive papers 7" pedestal grinder and assorted tool bit set	Micrometer decimal place Inside micrometer Depth micrometer Thimble Sleeve Spindle Ten-thousandth micrometer Addition .600" + .050" + .031" .900" + .075" + .011½" Set micrometer to: .001", .003", .060", .339", .881", .999", .772", .391½", .657¼", .533¾", .352½", .3525", 1.010", 1.436", 1.849", 2.112", 2.677" Whole numbers, Fractions Decimals, Cutting speeds VOCABULARY Alignment Back gear lever Boring bar Boring tool Centerdrilling Chalk mark Chuck wrench Chuck Carriage Clamp dog Compound rest Countershaft Dead center Faceplate Facing Feed Gib Handwheel Headstock Knurling Lathe dog Lathe tool RPM	FILMS I Think 19 minutes BOCES Library The Turning Point 33 Minutes Free Film The Tools and Rules for Precision Measuring - 39 Minutes Shop Procedures - 17 Minutes FIELD TRIPS Hudson Wire works Ossining, New York Phelps Dodge Yonkers, New York Teacher made materials Metalwork Technology and practices Metal work Technology and Practices Workbook Basic Math simplified Practical Problems in Mathematics; Machine Trades

OCCUPATION: Lathe Operator

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
			SFM Spindle hold Straight tool Holder Tailstock Tool list Tool holder Tool post Three jaw Universal chuck Collet	24
				23

Trade: Metal

I. JOB TITLE: Machinist Apprentice

II. JOB DUTIES:

- Engage in a learning program that would include many machine operations
- Perform the cleanup of various machines
- Assist the experienced personnel in setting up machine operations
- Carry out the routine maintenance of the machine shop
- Conduct some of the basic production work that is not too complicated

III. WORKING CONDITIONS:

- Similar to factory work where machines are operated in large rooms with other machines
- Hands get soiled
- Standing at machines while in operation
- Lifting some heavy work and some moving of very heavy equipment

IV. JOB REQUIREMENTS:

- Must understand all basic math, geometry and some algebra
- Must understand the science of machines; both mechanical and electrical
- Must be able to read well to understand the operation of new and sophisticated machinery
- Must have good vision and physical ability

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Must have a proven skill and ability in machine tool operation and the academic knowledge to engage in the learning program

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Must be able to read and understand operation sheets, job sheets, manuals and other technical instructions as required
- Math: All Basic math
- Precision measurement, tolerances, gauges, and the use of formulae and charts
- Verbal: Must be able to relate to the more experienced personnel by use of machine nomenclature, etc.
- Written: Must perform all the basic record keeping for maintenance and manufacture
- Be able to take notes from instruction and write instructions for other workers
- Requires a substantial vocabulary of machine and technical terms

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: The time required to become a master machinist is long and the skill is substantial. The pay is not high and work depends upon production demands
- 2) Advantages: The work is not repetitive and allows for much inventiveness and special work. Job mobility should be good. Can advance to other technical jobs in machine programming and tooling. Can open own shop and subcontract
- 3) Training opportunities:

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Machinist Apprentice

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<p>... To understand all safety procedures and the safety awareness of the machinist apprentice</p> <p>... General shop safety</p> <p>... Machine guard and safety devices</p> <p>... Clothing and cleaning safety</p> <p>... The understand the basic nomenclature of the small metal lathe and to be able to operate for the following:</p> <p>Straight turning between centers to .001"</p> <p>Drilling</p> <p>Facing</p> <p>Grinding (Tool post)</p> <p>Tool Grinding</p> <p>... To understand how to read a blue print and make a project such as a small machinist hammer</p>	<p>... Practice safety</p> <p>... Disassemble, inspect, and repair various kinds of machines</p> <p>... Plan and produce repaired and new parts for maintenance</p> <p>... Operate such machines as necessary for the above</p> <p>... To make a small machinist hammer</p> <p>... To heat treat a small machine part such as a punch</p> <p>... To repair, replace and maintain small machine devices for boy interest projects</p> <p>... Math: Continue work with fractions, decimals, and measurement</p> <p>... Science: Review basics in electricity and physics related to machine operation</p> <p>... English: Vocabulary, spelling, grammar and usage</p> <p>... Occupation: Discuss occupation in detail</p>	<p>Machine lathe</p> <p>Shaper</p> <p>Grinder</p> <p>Metal Punch</p> <p>Shears-straight</p> <p>Shears-Beverly</p> <p>Hofkoss Bender</p> <p>Brake</p> <p>Forming Rolls</p> <p>Power hack saw</p> <p>Band Saw</p> <p>All assorted hand tools such as chisels, hammers, punches, pliers, micrometers, gauges</p> <p>Small South Bend machine lathes with all accessories</p> <p>1 tool post grinder</p> <p>Micrometers outside 1", 2", 3" & 4"</p> <p>Micrometer inside 1" to 5"</p> <p>Calipers</p> <p>Box and open end wrench set</p> <p>Threading tools 8-32 to 1" & 1/4" tool bits</p> <p>1" Round Stock iron machinable</p> <p>1" Round stock heat treatable</p>	<p>VOCABULARY</p> <p>Lathe</p> <p>Grinder</p> <p>Milling machine</p> <p>Shaper</p> <p>Drill press</p> <p>Grinding wheel</p> <p>Chuck</p> <p>Twist Drill</p> <p>Squaring shears</p> <p>Bar Brake</p> <p>Forming Roll</p> <p>Rivets</p> <p>Pop Rivet</p> <p>Bolts</p> <p>Screws</p> <p>Nuts</p> <p>Washers</p> <p>Pender</p> <p>Beverly Shears</p> <p>Metal Punch</p> <p>Power Hack Saw</p> <p>Cold Chisel</p> <p>Hammers</p> <p>Pliers</p> <p>Micrometers</p> <p>Gauge</p> <p>Hack saw</p> <p>Warding file</p> <p>Mill file</p> <p>Flat file</p> <p>Hand file</p> <p>Pillar file</p> <p>Square file</p> <p>Round file</p> <p>Half round file</p> <p>Three square file</p> <p>Knife file</p> <p>MATH</p> <p>Continue fractions stressing multiplication of fractions</p> <p>Discuss fraction conversion</p>	<p>Metal work Technology and Practices</p> <p>Metalwork Technology and Practices Workbook, Ludwig</p> <p>Technical Metals, Johnson</p> <p>Technical Metals Workbook, Johnson</p> <p>Occupational Handbook</p> <p>Occupational Dictionary</p> <p>Basic Mathematics Simplified</p> <p>Practical Problems in Mathematics</p> <p>FILMS</p> <p>I Am</p> <p>14 Minutes</p> <p>BOCES Library</p> <p>Grinding Wheel Safety</p> <p>20 Minutes</p> <p>Free Film</p> <p>Grinding Wheel</p> <p>10 Minutes</p> <p>Free Film</p> <p>How to Select the Right Grinding Wheel</p> <p>30 Minutes</p> <p>Free Film</p> <p>Modern Heat Treating Methods</p> <p>15 Minutes</p> <p>Free Film</p> <p>Metal Band Saw</p> <p>30 Minutes</p> <p>Tomorrow's Abrasive Tools Today</p> <p>22 Minutes</p> <p>Free Film</p> <p>Your Job</p> <p>13 Minutes</p> <p>BOCES Library</p>

COURSE: Mach Trades

OCCUPATION: Machinist Apprentice (Cont'd)

NO. 4

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER SUPPLIES

FILM LOOPS
The All-around Machinist
Encyclopedia Britannic
Vocational Series

FIELD TRIPS
Emery Mine
Croton, New York
Phelps Dodge
Yonkers, New York

Teacher Made Materials

Trade: Metal

I. JOB TITLE: Electro-Mechanical Repairman (Appliance Repairman)

II. JOB DUTIES:

To disassemble electrical machinery
Inspect it and decide the course of action for repair
To repair electrical machinery and place it back into operation
To perform the routine preventive maintenance functions

III. WORKING CONDITIONS:

In a shop where tools and repair equipment are available
On the job where disassembly and installation take place
This would include working in some difficult places such as underground passages and on tall buildings
and, at times, in adverse weather

IV. JOB REQUIREMENTS:

Must be mechanically inclined
Must have a basic talent for understanding electrical theory
Mathematics for electrical theory

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

To know how most basic machines operate to include pumps, winches, hydraulics, moving devices, fans,
etc.
To understand basic electricity and control as related to the above mentioned machinery
Must be able to diagnose machine problems and make a maintenance decision

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must have a reading skill and vocabulary at about level (9)
This mostly for installation instructions and electrical theory training
Math: Must have a good basic knowledge of mathematics
There must be a knowledge of basic algebra to solve electrical equations
Verbal: Must be able to communicate instructions on the job
Must be able to use electric communications for orders and various instructions
Written: Must be able to draw basic diagrams for appliance circuits

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Work might be temporary
- 2) Advantages:
- 3) Training opportunities:
Apprenticeship

IX. EVALUATION: As determined by teachers

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIESNEW TERMINOLOGY
MATHTEXT, WORKBOOKS
OTHER SUPPLIES

... To understand safety procedures of Electro-Mechanic Repairman Faulty wiring Overloading wire Broken wires

... To be familiar with basic electricity

Direct current

Alternating current

Ohms law, circuits and magnetism

... To understand how electrical machinery functions

Motors

Generators

Alternators

Magnetic devices

... To understand how to conduct a machine preventive maintenance operation

... To be able to install new replacement parts and to follow electrical installation procedures

... Practice safety procedures

... Remove, inspect and disassemble all types of electrical mechanical devices

... Repair, replace and reproduce machine parts of electrical devices

... Use the ohm meter for the detection of trouble in simple circuits

... Remove, inspect and replace electrical wires for the maintenance of circuits

... Read and follow installation instructions for electrical machinery

... Fill out worksheets on electrical and scientific terms and equations

All machines and tools required for machinist, lathe operator and sheet metal worker

Ohmmeter

Weston meter

DC-0-1000 volts

AC-0-1000 volts

Ohms. 0 to 100

Meg ohm

Insulating material

Tape

Wire

Terminal kit

Alligator clips

Solder

Variable voltage source such as a battery charger

Assorted fuses, bulbs and variable resistances

Ohm-resistance

Ampere

Voltage

Battery

Circuit

Meter-multi tester

Series

Parallel

AC

DC

Insulator Magnetic

Open and closed circuit

$$E = IR$$

$$E$$

$$I = R$$

$$E$$

$$R = I$$

Resistance in series and parallel circuits

Amps in series and parallel circuits

$$P = IE$$

Reading Meter

Electricity Made

Simple, Henry Jacobwitz

Coubleday & Co.

Metalwork and Technology

Workbook

Electricity, Gerrish Welders

Guide (Elec.),

Audel; Howard Sam Pub. Co.

Handbook of Practical Electricity, Howard Sams Pub. Co.

Motors-Guide For Auto

Mechanics

Glenn's Automotive

Repair Manual

Automotive vacuum and

Wiring Diagrams

FILMS

Principles of Electricity

20 Minutes

BOCES Library

The Road Ahead

20 Minutes

Telephone Co.

Electrons at Work

14 Minutes

BOCES Library

Bell Solar Battery

12 minutes

Telephone Co.

Electricity and How It is

Made

16 Minutes

BOCES Library

What is Electric Current

14 Minutes

BOCES Library

COURSE: Metal Trades (Continued)

OCCUPATION: Electro-Mechanical Repairman (Appliance Repairman)

NO. 5

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER SUPPLIES

How to Produce Electric
Currents with Magnets
11 Minutes
BOCES Library

FIELD TRIPS
Westinghouse Corp.
Yonkers, N.Y.

Teacher Made Materials

I. JOB TITLE: Small Engine Repairman

II. JOB DUTIES:

Raises vehicle with hydraulic jacks and removes wheel and brake drum
Replaces defective brake shoes or disks
May rivet new linings to shoes
Repairs or replaces defective wheel cylinders and/or master cylinder
Checks and bleeds brakes at all four wheels

III. WORKING CONDITIONS:

Work week is approximately 40-48 hours
Usually works indoors
Must be able to bend, crawl, stoop, and lift heavy objects

IV. JOB REQUIREMENTS:

Have mechanical aptitude and ability
Be in good physical health
Have a driver's license

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must understand the hydraulic principles involved in the operation of brakes
Must have mechanical skill and aptitude
Will soon have to understand the operation of anti-skid brakes

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read manuals due to the various types of brake systems now available
Math: Adding repair bills
Computing sales tax
Verbal: Communicate with supervisor and may have to communicate with customer
Written: Minimal, may have to write repair bills

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Dirty, oily work in a noisy environment
- 2) Advantages: Steady indoor work
Opportunity for advancement
- 3) Training opportunities: On the job-Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Small Engine Repairman

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To identify types of machinery and hazards involved</p> <p>... To understand the working and procedures of the shop (orientation)</p> <p>... To operate a safe shop</p> <p>... To understand the principle of operation of the internal combustion engine (small engine repairman)</p> <p>... To identify major parts of engine and be familiar with their function</p> <p>... To understand the principles of the operation of the fuel and exhaust system</p> <p>... To identify major parts of system and be familiar with their functions</p> <p>... Become familiar with the principles of the operation of the automobile ignition and electrical system</p> <p>... Identify major parts of system and be familiar with their functions</p> <p>... Understand the operation and function of the crankcase lubrication system</p> <p>... To know the operation of the cooling system of car engines and small engines</p> <p>... To know the parts and their functions in the cooling of engines</p> <p>... To understand how power is transmitted from the engine to transmission via clutch or automatic transmission through drive shaft, differential the axles and to the wheels</p> <p>... To understand the workings of the complete braking system</p>	<p>... Planning-personal shop safety plan</p> <p>... Operation-function of shop machinery, tools and equipment</p> <p>... Analysis of job hazards</p> <p>... Prevention-Precautionary measures and preventative procedures</p> <p>... Demonstration of fire extinguisher</p> <p> a) Invite Fire Dept. to demonstrate importance</p> <p>... Demonstrate engine operation with model engine (Small engine)</p> <p>... Disassemble single cylinder engine and discuss major parts and their function</p> <p>... Demonstrate and discuss operating engine</p> <p>... Disassemble auto engine and discuss major parts and their functions</p> <p>... Identify major parts of engine on teacher made ditto</p> <p>... Read and Discuss chapter on "The Engine" in text Understanding the Auto</p> <p>... Demonstrate manually the operation of fuel pump</p> <p>... Disassemble fuel pump and carburetor and discuss major parts, and their function</p> <p>... Demonstrate and discuss fuel system in operation</p> <p>... Identify major parts of fuel pump</p> <p>... Read and discuss chapter "Fuel and Exhaust System" in Understanding the Auto</p> <p>... Discuss primary and secondary systems</p> <p>... Discuss major parts of both</p>	<p>Goggles</p> <p> a) Gas welding</p> <p> b) Arc-welding</p> <p> c) Grinding</p> <p> d) Chiseling</p> <p>Guards</p> <p>Coveralls</p> <p>Shopcoat</p> <p>Vents and Exhaust system</p> <p>Flammable liquid storage</p> <p>Machinery and hand tools that will be used</p> <p>Fire</p> <p>Demonstration model engine</p> <p>Small engines</p> <p>Mechanics hand tools</p> <p>Compression tester</p> <p>Auto engines (demonstration)</p> <p>Gear pullers</p> <p>Arbor press</p> <p>3/8" socket set</p> <p>1/2" socket set</p> <p>Open and box end wrenches</p> <p>Carburetor</p> <p>Fuel pump</p> <p>Gas filter</p> <p>Gas lines</p> <p>Manifold (exhaust)</p> <p>Muffler</p> <p>Pipe expander</p> <p>Clamps</p> <p>Air chisel</p> <p>Hacksaw</p> <p>Tubing cutter</p> <p>Flaming tool</p> <p>Starter</p> <p>Battery</p> <p>Generator</p> <p>Alternator</p> <p>Voltage regulator</p> <p>Coil</p> <p>Distributor</p> <p>Spark plugs</p>	<p>VOCABULARY</p> <p>Hazard</p> <p>Injury</p> <p>Statistic</p> <p>Compensation</p> <p>Inspection</p> <p>Prevention</p> <p>Regulation</p> <p>Equipment</p> <p>Machinery</p> <p>Precaution</p> <p>Safety</p> <p>Apron</p> <p>Dangerous</p> <p>Flammable</p> <p>Codes</p> <p>Two cycle</p> <p>Four cycle</p> <p>Strokes</p> <p> Intake</p> <p> compression</p> <p> power</p> <p> exhaust</p> <p>Camshaft</p> <p>Crankshaft</p> <p>Piston</p> <p>Piston rings</p> <p>Cylinder</p> <p>Wrist pins</p> <p>Journal</p> <p>Bearings</p> <p>Rocker Arms</p> <p>Overhead valve</p> <p>Valve seats</p> <p>Connecting rods</p> <p>Compression test</p> <p>Flywheel</p> <p>Gasoline</p> <p>Carburetor</p> <p>Atomize</p> <p>Fuel pump</p> <p>Vacuum</p> <p>Manifold</p>	<p>Basic Auto Repair-1</p> <p>Basic Body Repair-1</p> <p>Booklet of Standard Safety</p> <p>Appeals Board Small Gasoline Engines</p> <p>Understanding the Auto</p> <p>Practical Problems in Mathematics; Auto Trades</p> <p>Automotive Chassis and Body</p> <p>Automotive Encyclopedia</p> <p>Car Service</p> <p>Service Check</p> <p>CASSETTE TAPES</p> <p>Your Future as an Auto Mechanic</p> <p>FIELD TRIPS</p> <p>Dino's Transmission Service</p> <p>Putnam Valley and Croton Falls</p> <p>General Motors School for Mechanics</p> <p>Tarrytown, New York</p> <p>Auto Show, New York Coliseum</p> <p>Teacher Made Materials Carburetor, fuel pump, etc.</p> <p>TRANSPARENCIES</p> <p>As prepared by teacher</p> <p>Charts</p> <p> Oil filter</p> <p> Anti-freeze</p> <p> Car Service Check</p> <p> Basic Automotive</p> <p> Ignition System</p> <p> Workmens Compensation Laws</p> <p>FILMSTRIPS</p> <p>The Rotary Engine, 1 Dana Corp.</p>

COURSE: Metal Trades

OCCUPATION: Small Engine Repairman

NO. 6 (Continued)

LEARNING GOALS

of the auto
... To know how to inspect and determine when brakes need replacing
... To be able to replace the brake shoe of an auto
... To understand differences between Drum Brakes and Disc Brakes
... To understand power brakes

LEARNING ACTIVITIES

systems and the function of these parts
... Disassemble and discuss functions of major parts of starter, generator, alternator, distributor
... Discuss electrical system as it pertains to accessories (lights, radio, air-conditioning, etc.)
... Trace the oil circulatory system in an engine-types of lubricants, method of venting crankcases and cooling oil
... To trace the power from the engine to the wheels with engine model
... Remove and replace universal joints of drive shaft
... Trace the hydraulic system from the pedal to the tires
... To adjust drumbrake
... To replace drum brake shoes
... To replace disc brake pads

**TOOLS, EQUIPMENT
SUPPLIES**

Solenoid
Oil pumps from small engines and from auto engine
Crankcase and dipstick
PCV Valves
Filters
Filter wrenches
Water pumps from auto engine
Thermostate
Hydrometer
Drive shaft with universal joints
Brake fluid
Brake spoon
Brake spring tool
Diagonal pliers
Tubing wrenches
Single and double master cylinder
Wheel cylinder

**NEW TERMINOLOGY
MATH**

(Intake and exhaust)
Flexible diaphragm
Pressure
Proportions
Float
Muffler
Tailpipe
Solenoid
Volts
Amps
Bendix drive
Field coils
Armature
Magnetism
Filter screen
Dipstick
Filters
Pressure gauge
Oil lines
Friction
Pressure relief valve
Crankcase ventilation
P.C.V.
Thermostat
Radiator
Hoseclamp
Clamp pliers
Universal joint
Flywheel
Clutch
Throwout bearing
Thrust bearing
Drive shaft
Differential
Torque converter
Bleed brakes
Brake spoon
Dual cylinders
Brake shoes
Disc pads
Calipers
Hydraulic
Booster

MATH

Ratios-gear to gear
Torque-foot and pounds
Liquid measure
Decimals

**TEXT, WORKBOOKS
OTHER MATERIALS**

FILM LOOPS
Automobile Mechanic,
Encyclopedia Britannica

FILMS

The Gas Turbine Engine
BOCES Library
General Motors
Detroit, Mich.
Victory Circles, Dana Corp.
Performance Starts in The Garage, Dana Corp.
Automotive Service Opportunities, Ford Motor Co.
Auto Mechanic: It's For You, Modern Talking Pictures
Each Day at Dawn, Modern Talking Pictures
No Time to Waste, Modern Talking Pictures
Series of Films on Racing and Auto Mechanics, Goodyear Tire and Rubber Co., Public Relations Film Library, Akron, Ohio 44316

Trade: Metal

I. JOB TITLE: Welder, Electric and Gas

II. JOB DUTIES:

Fabricate on the job such as buildings, tanks, bridges, fire escapes and other metal devices
Fabricate in a shop devices that are installed somewhere else
The worker must fuse the metal with a high degree of correctness since safety is always involved
Must cut and salvage steel parts by the gas and electric method
Must engage in a wide variety of maintenance work, repairs, etc.

III. WORKING CONDITIONS:

Works in production welding shop in the presence of heavy duty machinery where fumes and vapors are present (heavy, oily)
Works outside on high platforms and scaffolds
Could do light welding and brazing on a production line in a clean and neat factory

IV. JOB REQUIREMENTS:

Background in welding
Machine types and uses
Knowledge of metals and how the welding process takes place
A keen eye and a steady, skillful hand to perform the welding process
To have a knowledge of lifting and supporting heavy metal devices

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must understand metals and how heat is conducted in metal
Must understand the basic principles of welding machines, AC, DC, oxacetylene, heliarc and electric spot welding
Must be able to do brazing, silver soldering, vertical, horizontal and other special welding such as stallite coating
Must understand heat treatment of steel

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: To be able to chart specifications and drawings
Instruction manuals
Math: Basic math
Verbal: Must be familiar with nomenclature of trade
Written: Must be able to complete job progress reports and time sheets

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: The physical strain of eye concentration and muscle movement is present
Exposure to fumes and high heat
- 2) Advantages: Work is common to all industries and mobility is great
Pay is good and future development makes it an ever expanding industry
Great savings made in manufacture and repair make jobs plentiful
The skill range is wide for training in a few weeks to several years
- 3) Training opportunities:

IX. EVALUATION: As determined by teachers

COURSE: Trades

OCCUPATION: Welder (Electric and Gas)

NO. 7

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER SUPPLIES

... To understand reason and procedures for good safety in the welding shop

- Protective clothing
- Goggles and safety glasses
- Tank safety
- Electrical welding safety
- Eye safety

Technical safety standards

... To understand metal behavior such as coefficient of heat, melting temperature and tensile strength

... To understand need for welders test requirements for production

... To become an entry level welder for steel sheet, plate, bar and pipe

... Practice safety procedures
... To design and make boy interest projects that require welded joints

... To repair metal parts of bicycles, motorbikes, engines
... Math: Emphasize work with problems to develop cognitive and deductive thinking

... Science: Principles of physics and heat treatments of metals

... English: Comprehension of new terminology, its spelling, usage

... Occupational: Brazer, solderer, welder

Oxyacetylene weld equipment

All size tips and cutting torch

Special wrenches

Cart for tanks

Electric welder

20 to 300 amps

AC with all accessories

Weld helmets for Electric and goggles for gas welding

Wide assortment of welding rods-coated steel aluminum, brass, etc.

Special Marquette welders rods

VOCABULARY

Alternating current

Arc

Base metal

Brittle, Brazing

Butt joint

Carburizing flame

Closed circuit

Coated electrode

Corner joint

Direct current

Edge joint

Electrode

Filler rod

Flux

Fusion

fusion weld

Ignite

Inert

Lap joint

Needle valve

Neutral flame

Nitrides

Oxides

Oxidizing flame

Oxyacetylene weld

Polarity

Slag, Soldering

Tack

Tee joint

Weld metal

MATH

Concentrated work in Practical Problems in Math to simulate actual situations and independent approaches to solutions

Metalwork Technology and Practices, Ludwig
Metalwork Technology and Practices, Workbook, Ludwig
Technical Metals, Johnson
Technical Metals
Workbook, Johnson
Basic Mathematics Simplified, Delmar

Practical Problems in Mathematics

Occupational Outlook Handbook

Occupational Dictionary

FILMS

Almost Everyone Does

14 Minutes

BOCES Library

Story of Arc Welding

24 Minutes

Free Film

The Oxyacetylene Flame,
The Master of Metals
Department of the Interior,
Bureau of Mines
Oxyacetylene Cutting,
Yorktown Welding Co.

TRANSPARENCIES

Sets for Oxyacetylene and Arc Welding
Sets for Procedure and Technique for Positioning Parts and Testing for Strength of Welds

COURSE: Metal Trades

OCCUPATION: Welder (Electric and Gas) Continued

NO. 7

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER SUPPLIES

FILM LOOP
Oxyacetylene Welder and
Cutter, Encyclopedia Britan-
nica Educational Corp.

FIELD TRIPS
Conny Welding Products
White Plains, N.Y.

Teacher Made Materials

Trade: Metal.

I. JOB TITLE: Draftsman

II. JOB DUTIES:

Translate the ideas, rough sketches, specifications, and calculations of engineers, architects and designers into working plans which are used in making a product

May calculate the strength, reliability and cost of materials in their drawings and specifications

Describe exactly what materials that workers are to use on a particular job

III. WORKING CONDITIONS:

Usually works in a well-lighted and air conditioned room where he has large flat tables and many drawing instruments

Conditions are comfortable and pleasant

IV. JOB REQUIREMENTS:

Develop a sense of perfection and accuracy

Specifications and drawings must be precise and exact

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must have a definite skill in the graphic presentation area

Must have completed at least 2 years practice in formal Mechanical Drawing instruction or be in a drawing apprentice program

Must have knowledge of orthographic projection, isometric drawing, machine drawing, architectural presentation and some topographical knowledge

VII. JOB PRACTICE:

Shop and laboratory experience

Some site work

VIII. ACADEMIC DEMANDS:

Reading: Must be at least 10th grade level

Be able to improve such skill in specific areas where special language and conventions are used

Math: Must have a good knowledge of basic math for measurement, angles, volumes, proportions, etc.

Verbal: To be able to communicate with fellow workers in field

Written: Must be able to use the language of drawing; symbols, arrows, abbreviations, etc.

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Electronics eliminating many jobs

2) Advantages:

3) Training opportunities:

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Draftsman (Mechanical)

NO. 8

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To know the basic principles of graphic presentation
Orthographic 3 Dimension views Isometric and Dimensioning
... To know the use of drafting tools
... To have the ability to sketch and produce a machine drawing with instructions as to how to follow for use
... To trace, reproduce and understand blueprints
... To know the symbolic language of drawing and blueprints; both abbreviations and lines

... Draw a simple machine drawing of a project and reproduce for use in the shop
... Produce a small machine or metal working project by use of the drawing and to follow dimensions and shape as specified
... Sketch ideas where no drawing exists and to produce a project from the sketch
... Copy professional blueprints to develop correct technique, accuracy and neatness
... Identify drafting accessories from pictorial worksheets and understand their uses

Drawing bench with drawing board on top
One T-square
Triangles 60, 30, 40
1 set drawing instruments
a) Bow compass
b) Dividers
c) Trammel points
French curves
6 side Scale Ruler
Tape
Paper
Scissors
Pencils

VOCABULARY
Diameter
Diagonal
Design
Cylinder
Circle
Semicircle
Screw thread
Tracing
Tangent line
Area
Arc
Trammel
Divider
Isometric
Orthographic
Dimension
Triangle
Compass
Blueprint
Scale
Drafting
T-Square
Axis
Ellipse
Working drawing
Radius
Degree
Visible line
Hidden line
Extension line
Dimension line
Horizontal
Vertical
Circumference
Translucent
Sketching
Center
Center line
Arrow head
View
Symbol

Metalwork Technology and Practice. Ludwig
Technical Metals, Johnson
Practical Problems in Mathematics;
Machine Trades
Shop Made Easy, Frank Cattaneo

FILMS

The Game
28 minutes
BOCES Library

Language of Drawing
10 Minutes
BOCES Library

Shape Description
Parts I and II
19 Minutes
BOCES Library

Size Description
13 Minutes
BOCES Library
Auxiliary Views, Parts I & II
BOCES Library

TRANSPARENCIES

Orthographic Views of objects
Geometric Shapes, Angles and Lines

FIELD TRIPS

General Motors
Assembly Plant
Tarrytown, N.Y.

Teacher Made Materials

COURSE: Mechanical Trades

OCCUPATION: Draftsman (Mechanical) (Continued)

NO. 8

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

Bending line
Cutting line
Break line
Chord
Rectangle
Pyramid
Octagon
Hexagon
Cross section
Intersecting lines
Perpendicular
Parallel
Diagonal
Angles-acute, obtuse, right

Drafting symbols:

' - feet
" - inches
° - degrees
+ - plus/more
- - minus/less
⌀ - centerline
D or dia. - diameter
R or rad. - Radius
RH - right hand
LH - left hand
Thds. - threads
NC - National Course
NF - National Fine
- finish
Csk - Counter sink
CS - Carbon Steel
HRS - hot rolled steel
P - pitch
CRS - cold rolled steel
HSS - High speed steel

MATH

Addition, subtraction and
multiplication of fractions
and decimals

Trade: Metal

I. JOB TITLE: Ironworker

II. JOB DUTIES:

Erect, assemble or install fabricated metal products primarily in industrial, commercial and large residential buildings
Rig heavy construction machinery for moving
Carryout alteration operations such as installing steel stairs, etc.

III. WORKING CONDITIONS:

Nature of the work is such that much is done under hazardous conditions
Great weights, heights, large moving machinery, high temperatures and much adverse weather conditions

IV. JOB REQUIREMENTS:

Excellent physical ability and strength
Be able to withstand the most difficult conditions of weather, heat and air pollution

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILL AND KNOWLEDGE:

To know and understand how to form and shape ferrous metals and all alloys
To know basic welding (electric and gas)

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Not highly essential to this job
Reading thermometers and temperatures
Math: Basic math and measurement and some geometry
Verbal: No great demand for verbal skills
Written: Ability to write and understand
Fahrenheit and Centigrade temperature

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Working in all kinds of weather
- 2) Advantages: Outlook for employment is good
- 3) Training opportunities: Apprenticeship of 3 years

IX. EVALUATION: As determined by teachers

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIESNEW TERMINOLOGY
MATHTEXT, WORKBOOKS
OTHER MATERIALS

... To understand the safety procedures to be practiced by the iron worker in industry

- a) hard hat
- b) foot protection
- c) Lifting procedure
- d) etc.

... To understand basic ferric metallurgy for detection and proper use of steel

... To be able to select stock, shape it and assemble for production work

... To be able to install fabricated steel products

... To understand how to repair and replace structural steel parts

... To understand temperature effects from heat treatment

... To understand temperature reading

... Use good safety procedures
... Produce projects (boy interest) such as mini bikes, wagons, tables, etc. where all the skills can be learned; such as cutting, drilling, welding, bending, brazing, shaping and heat treating

... To operate all machines to accomplish the above

- a) band saws
- b) power hack saw
- c) drill press
- d) arc and oxyacetylene welding equipment
- e) benders
- f) furnaces

- 1) forging
- 2) blast

... Use of worksheets for understanding of temperature changes, boiling point, freezing point, melting point and thermometers

... Write and study notes on types of steel and their percentage of carbon

Electric welder
Oxyacetylene weld equipment
Gas heating furnace for heat treatment
Anvil and hammer
Metal lathes
Drill press
DiAcro punch with all dies
Power hack saw
Power band saw with metal cutting blades
Assorted grinders
All hand metal-working tools as indicated in machinist area

Pig iron
Ingot stripper
Ladle
Iron pourer
Melter
Furnace tender,
Skipman or stockhouse man
Molten
Blast furnace
Ore
Coke
Slag
Limestone
Blowers
Apprentice Metallurgy
Iron
Carbon
Cupola
Silicon
Sulfur
Cast iron
Tempering
Annealing
Quenching
Quenching solution
Hardening
Case hardening
Heat treatment
Hardening temperature
Time-temperature cycle
Full annealing
Process annealing
Magnetic point
Flame Hardening
Induction hardening
Carburizing
High carbon steel
Medium carbon steel
Low carbon steel
High-speed steel

Metalwork Technology and Practice, Ludwig
Technical Metals, Johnson
Basic Mathematics Simplified, Delmar
Metalwork Technology and Practice Workbook, Ludwig
Elementary Metallurgy
Arithmetic That We Need, Mooney (F.E. Richards Series) Chapter on Temperature

FILMS

How Steel is Made
BOCES Library
The Drama of Metal Forming
BOCES Library
Cast Iron; Biography of a Metal, Department of the Interior, Bureau of Mines
The Lead Matrix Department of the Interior, Bureau of Mines

TRANSPARENCIES

Process of Making Iron and Steel

FIELD TRIPS

Marks Iron Works

Teacher Made Material

COURSE: Metal Trades

OCCUPATION: Ironworker (Continued)

NO. 9

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

Hot-rolled steel
Cold rolled steel
Alloy steel
a) chromium
b) tungsten
A

53

54

AUTO TRADES

OCCUPATIONAL READINESS CENTER

COURSE: AUTO TRADES

UNITS:

First Quarter

*Service Station Attendent
Lubrication Specialist
Pneumatic Tire Specialist
Auto Mechanic
Auto Body Repairman (Oxyacetalene Welder)*

Second Quarter

Same as First Quarter

Third Quarter

Same as First Quarter

Fourth Quarter

Same as First Quarter

I. JOB TITLE: Service Station Attendant

II. JOB DUTIES:

- Supply cars with gasoline, oil, water, and air
- Change oil, lubricate vehicles, sell tires, batteries, light bulbs and other parts
- Install windshield wipers, rear view mirrors, and spark plugs
- Change and repair tires
- May also wash automobiles
- Repair flat tires, rotate tires, change snow tires
- Pump gas
- Clean windshields
- Check water levels in batteries and radiators
- Check oil in engines and automatic transmissions
- Check tires for correct air pressure
- Handle cash payments, prepare charge slips for credit card customers
- Clean service station and rest rooms
- Sets up displays and takes inventory
- Provides emergency road service

III. WORKING CONDITIONS:

- Works out of doors in all kinds of weather
- Must move rapidly and does lifting and stooping
- Spends much time on his feet
- Frequently gets dirty
- Possible injuries from sharp edges and burns from hot engines
- Shift work with weekend duty
- Noisy surroundings with gasoline and oil fumes present

IV. JOB REQUIREMENTS:

- 16 WITH WORK PERMIT
- Have pleasant personality and poise and tact in dealing with customers
- Have mechanical aptitude and ability
- Ability to speak well and clearly
- Be in good physical health
- Have driver's license

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Some knowledge of tools, equipment and mechanics is helpful
- Sales knowledge is an important factor
- Knowledge of general custodial maintenance duties required
- Move arms, hands and fingers easily to manipulate tools and parts
- Use basic mathematics
- Learn and apply procedures relating to sales and service work
- Work to prescribed standards

VII. JOB PRACTICE:

- Shop and lab experience

VIII. ACADEMIC DEMANDS:

- Reading: Manuals, maps, credit cards, gas pumps, lubricant and oil charts

ACADEMIC DEMANDS (continued).

- Math:** Basic mathematical operations, compute tax, add up bills, calculate change, become familiar with liquid and linear measurement
- Verbal:** Must be able to communicate with a wide range of customers
- Written:** Must be able to fill out repair bills and charge forms

ADDITIONAL JOB INFORMATION:

- 1) **Disadvantages:** Long shifts, working holidays, evenings, etc.
Nasty dirty working conditions with gas fumes, carbon monoxide fumes always present
Poor fringe benefits
May have to work weekends, holidays and rotating shifts
Work is dirty, oily and greasy
Work outdoors in all kinds of weather
- 2) **Advantages:** Steady work
Many advancement opportunities
Opportunity to meet and help people
- 3) **Training opportunities:** On the job Vocational Trade Schools
Oil company training programs

IX. EVALUATION: As determined by teachers

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... Make students aware of shop safety hazards and safety procedures</p> <p>... Identify the equipment used in a service station operation</p> <p>... Understand the working and procedures of the shop</p> <p>... Learn proper use of Lubrication Guide Charts</p> <p>... Learn billing and sales slip procedures and use of credit card machine</p> <p>... Learn how to lubricate auto and change oil</p> <p>... Understand how to perform pump island services</p> <p>... To understand Auto's cooling system</p> <p>... Learn how to remove and replace Thermostat and radiator hoses</p> <p>... Learn why and how to winterize auto cooling system</p> <p>... Identify and understand use of hand tools</p> <p>... To understand battery operation</p> <p>... Know wrench size progression 3/8" to 1"</p>	<p>... Demonstrate use of shop machinery, tools and equipment</p> <p>... Read and review auto safety procedures and precautions</p> <p>... Obtain safety vocabulary from teacher made hand outs</p> <p>... Demonstrate use of Lube Guide Charts</p> <p>... Use Lube Guide Charts to solve problems in shop and classroom</p> <p>... Demonstrate and have students change oil filter</p> <p>... Check oil, water, battery transmission, brake and power steering fluid</p> <p>... Clean windshields and headlights</p> <p>... Replace wiper blades and arm assemblies</p> <p>... Check fan belts</p> <p>... Display, discuss and use hand tools</p> <p>... Discuss wrench sizes and types thoroughly</p> <p>... Group discussion of cooling system</p> <p>... Practice using charts-Anti-freeze concentrations</p> <p>... Check cars for Anti-freeze levels and advise on adding anti-freeze when needed</p> <p>... Demonstrate cooling system operations-radiators, thermostats and hoses</p> <p>... Replacing gaskets on thermostat housing</p> <p>... Trace the cooling system of engines, both water cooled and air cooled</p> <p>... Use of hydrometer with car radiator</p>	<p>Lift</p> <p>Grinder</p> <p>Tire machine</p> <p>Clean-o-matic</p> <p>Goggles</p> <p>Speedy dry</p> <p>Fire extinguisher</p> <p>Floor jacks</p> <p>Steam cleaner</p> <p>Impact wrench</p> <p>Hand tools</p> <p>Oil filter</p> <p>Oil filter wrench</p> <p>Air operated gun</p> <p>Hand gun</p> <p>Adapter</p> <p>Oil</p> <p>Water</p> <p>Transmission fluid</p> <p>Wiper cloths</p> <p>Air Lift</p> <p>Hydraulic jacks</p> <p>Batteries</p> <p>Electrolyte</p> <p>Hydrometer</p> <p>Thermometer</p> <p>Thermostats</p> <p>Battery hydrometer</p> <p>Radiator water pump</p>	<p>VOCABULARY</p> <p>Lift</p> <p>Drain container</p> <p>Extinguisher</p> <p>Oil filter wrench</p> <p>Drain plug</p> <p>Lubrication</p> <p>Grease fitting</p> <p>Grease gun</p> <p>Adapter</p> <p>SAE</p> <p>Anti-freeze</p> <p>Boiling point</p> <p>Open end wrench</p> <p>Box wrench</p> <p>Ratchet handle</p> <p>Breaker handle</p> <p>Socket</p> <p>Allen wrench</p> <p>Specific gravity</p> <p>Temperature</p> <p>Degrees</p> <p>Ethylene glycol</p> <p>Hydrometer</p> <p>Thermostat</p> <p>MATH</p> <p>Basic math processes</p> <p>Liquid measure</p> <p>Fractions</p> <p>Money change sheets</p> <p>Service station transactions</p> <p>sales slips</p>	<p>Safety "Car-Chek" Guide</p> <p>Safety Sheet hand outs</p> <p>Service Station Management</p> <p>Automotive Service</p> <p>Tool Cards</p> <p>Car Service</p> <p>Service Station Record-Keeping, Noble, Fritz</p> <p>Know Your Motor Oil</p> <p>How to Sell Motor Oil</p> <p>Battery Service Manual</p> <p>It's Easy to be an Expert-Battery Man, That Is</p> <p>Understanding the Automobile</p> <p>Five Steps to Friendly Service, Mobil Oil Co.</p> <p>FILMS</p> <p>How Man Learned to Count</p> <p>Introduction to Fractions</p> <p>Basic Shop Safety</p> <p>Split Second to Disaster</p> <p>It Didn't Have to Happen</p> <p>Don't Push Your Luck,</p> <p>N.Y. State Board of Health</p> <p>Thermometers and How They Work</p> <p>Car Is A Woman</p> <p>The Story of the Modern Storage Battery, Bureau of Interior</p> <p>Story of Gasoline, Bureau of Interior</p> <p>Service Station Refinery Processes Wild Cat</p> <p>It Never Rains Oil</p> <p>It Might Have Happened</p> <p>FILM STRIPS</p> <p>Basic Ship Safety</p>

COURSE: Auto Trades

OCCUPATION: Service Station Attendant (Continued)

NQ 1

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT,
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS
OTHER MATERIALS**

... Fill out sales slips
... Fill out credit card forms
... Discussion and explanation of automotive (storage) battery
... Charging a battery
... Practice temperature correcting and hydrometer reading
... Check cars for percentage of charge in battery
... Demonstrate use of battery charger and voltage tester

The Service Station Attendant, BOCES Library

FILM LOOPS
Safety, BOCES
Gasoline Service Station Attendant, Encyclopaedia Britannica

CASSETTE TAPES
Your Career as a Service Station Attendant, BOCES

TRANSPARENCIES
The Starting System, 3M co.

Credit Card and Sales Slips, Teacher Made

CHARTS
Specific Gravity of Electrolyte
Anti-freeze

TEACHER MADE MATERIALS
Computing Anti-freeze concentrations
Using Auto Manuals to determine cooling system capacities
Auto Trades General Safety Precautions
Battery Problems to Correct Specific Gravity Readings for Temperature

FIELD TRIPS
Shell Station, Whitehall Corners, Somers, New York

Curry Chevrolet, Rt. 202, Yorktown

Credit Card Machine

Cutaway of 12 Volt Storage Battery

Trade: Auto

I. JOB TITLE: Lubrication Specialist.

II. JOB DUTIES:

Inject grease into springs, universal joints, steering knuckles, suspension elements
Check fluid levels of steering gear, engine, transmission, differential, radiator, power steering
Drains and replaces fluids in all the above
Replaces oil, air, and PCV filters
Sprays leaf springs with lubricant
Checks and refills battery cells.

III. WORKING CONDITIONS:

May work indoors or outdoors in all weather
Must work rapidly and does considerable lifting and stooping
Spends time on his feet

IV. JOB REQUIREMENTS:

Have some mechanical aptitude and ability
Be able to follow lubrication charts

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Some knowledge of tools, equipment and mechanics is helpful
Knowledge of general custodial duties required

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Lubrication charts and manuals
Filter replacement charts
Math: Liquid measurement, addition, subtraction, linear measurement
Verbal: Must be able to communicate with supervisor
Written: Must be able to fill out repair bills and/or maintenance records

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Dirty greasy work in a carbon monoxide and gas fume environment
- 2) Advantages: Steady work
- 3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Lubrication Specialist

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... Familiarize students with how and why lubricants are used on springs, steering, transmission, differential, and wheel bearings</p> <p>... To know the location of lift points</p> <p>... To have students become aware of the different types of lubricants and where they are used (oil and grease)</p> <p>... To become familiar with lubrication points</p> <p>... To become aware of types of oil filters and pollution control devices such as P.C.V. filters</p>	<p>... Grease or oil various types of automobiles</p> <p>a) filters-air, oil, gas</p> <p>b) fittings</p> <p>c) greases</p> <p>d) Oils</p> <p>... Remove and install oil filters</p>	<p>Greasing equipment</p> <p>Oil Pump</p> <p>Oil drain</p>	<p>VOCABULARY</p> <p>Lub</p> <p>Viscosity</p> <p>10-20-30-</p> <p>Lithium</p> <p>Graphite</p> <p>Friction</p> <p>SAE</p> <p>Positive</p> <p>Crankcase</p> <p>Ventilation</p>	<p>Facts About Purolator Oil/ Gas Air Filters</p> <p>FILMS</p> <p>Texaco Inc. N.Y., N.Y.</p> <p>Shell Oil Co.</p> <p>Oil</p> <p>Frontiers of Friction</p> <p>Project Mohole-Phase I</p> <p>Case of the Slippery Oil, Dana Corp.</p> <p>FIELD TRIPS</p> <p>Local Service Station</p> <p>Curry Chevrolet - Route 202, Yorktown</p> <p>Model-Cutaway of oil filter</p>

Trade: Auto

I. JOB TITLE: Pneumatic Tire Specialist

II. JOB DUTIES:

- Remove and replace wheels on all sizes and types of vehicles
- Mount and dismount tires on rims
- Repair tires
- Sell tires and tubes
- Collects cash
- Writes credit slips
- Uses charts

III. WORKING CONDITIONS:

- Outside in all weather
- Subject to injuries from tools
- Grease, oil, and dirty work
- Most of working hours are spent standing

IV. JOB REQUIREMENTS:

- 16 years old
- Some mechanical ability
- Drivers license
- Have ability to lift

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Manipulate tools

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Must be able to read work orders and locate correct tire sizes in stockroom
- Math: May have to add up bills, compute federal, state and local taxes
- Verbal: Must be able to communicate with supervisor and/or customer
- Written: May have to write up bills

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Weekend and holiday work
Dirty sometimes greasy work
Outdoors in bad weather
Subject to injuries from tools
- 2) Advantages: Steady work if employed by a high volume distributor
- 3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Pneumatic Tire Specialist

NO. 3

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT,
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To learn how to remove wheels from cars, learn lug sizes and left and right tread
... Learn how to remove tires from wheels by use of tire machine
... Familiarize student with the repairing of tires and tubes
... Make students aware of different types of tread design, needs and cords
... Familiarize student with how to interpret tire wear

... Use tire machine
... Valve stem replacement
... Check air pressure in tires
... Demonstrate that tire wear points can indicate nature of problem
... Repair tires and tubes and tubless tires
... Show students different size tires and rims
... Demonstrate and have students use manufacturer's tire chart to find such things as load range, pressure, recommended tires for specific purposes, ply rating, etc.
... Show students how to determine different size tires and rims

Tire machine
Lug wrench
Valve core tool
Pressure gauge
Tubless tire repair kit
Lift
Impact wrench
Tire chart

VOCABULARY

Cauge
Tread
Depth
Radial
Cord
Studded snow
Polyester cord
Polyglass
Steel belted
Lug wrench
Ply

Goodyear and Firestone
Tire Booklets
Goodyear Auto Tires

FILMS

Firestone Tire and Rubber Co.
Akron, Ohio
Goodyear Tire, Akron, Ohio
Test Drive For Safety
Rubber from Oil, Bureau of Interior
Rubber by Design, Shell Oil Co.

FILMSTRIPS & TAPES
Fixing A Flat Tire

FIELD TRIPS

Tire Dealer
Baldwin Place

I. JOB TITLE: Auto Mechanic (Gasoline Engine Repairman including out board engines and lawnmower mechanics)

II. JOB DUTIES:

- Service and repair fractional - horsepower gasoline engines
- Examine and test engine to locate cause of malfunction
- Disassemble engine and inspect and clean parts
- Adjust, repair or replace parts
- Assemble engine
- Clean and adjust spark plugs, carburetor, magneto and other components
- Start repaired engine and check performance
- Change oil and lubricate moving parts of engine
- Prepare shop repair record and customer's bill

III. WORKING CONDITIONS:

- Work alone, or around others, in well-lighted and ventilated repair shop or plant
- Travel to location of engine breakdown to make repairs under varying climate conditions
- Be exposed to oil, grease and dirt from handling tools and materials
- Be subject to minor cuts, shocks and strains

IV. JOB REQUIREMENTS:

- Read, write and speak English
- Be 18 years of age
- Have some vocational or trade school education in the repair of gasoline engines
- Have a driver's license
- Complete employer's on-the-job training of 1 to 2 years
- Be able to stand at work for long periods
- Have adequate use of arms, legs, hands and fingers
- Be able to bend, stoop, kneel, crouch and move around easily
- Be able to lift and carry materials weighing up to 50 pounds
- Have good vision and hearing (normal or corrected)
- Be free of allergies to dust, dirt, oil, and grease

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Learn and apply scientific principles and technical knowledge easily
- Use independent judgement in planning sequence of operations and in selecting proper tools and materials
- Visualize arrangement and relationship of stationary and moving parts as represented in diagrams
- Handle and manipulate tools and equipment skillfully
- Understand the operation of 2 cycle, 4 cycle engines
- Understand thoroughly the magneto ignition

VII. JOB PRACTICE:

- Shop and laboratory practice

VIII. ACADEMIC DEMANDS:

- Reading: Must be able to read and interpret engine manuals, service bulletins, etc.
- Math: Must be able to add up bills, compute labor charges, compute sales tax, make precision measurements, and be familiar with liquid measure as well as gas/oil mixtures
- Verbal: Must be able to communicate with customers tactfully to determine repair work that must be done

JOB TITLE: Auto Mechanic (Gasoline Engine Repairman including out board engines and lawnmower mechanics) (cont.)

ACADEMIC DEMANDS: (continued)

Written: Must be able to write up repair bills, keep a log of work to be done, etc.
May have to take inventory, order parts, etc.

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Work tends to be seasonal
- 2) Advantages: Work is usually done indoors
- 3) Job Training: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

-70

Trade: Auto

I. JOB TITLE: Auto Mechanic

II. JOB DUTIES:

- Performs preventive maintenance tasks
- Troubleshoots malfunctioning automobiles
- Repairs automobiles
- Questions customer about the performance of the vehicle
- Tests the operation of motor, transmission, steering gear, and brakes
- Plans work, using charts, repair manuals and experience
- Removes part of automobile to be repaired, using various hand and power tools
- Conducts tests on engine, cooling system, carburetor, electrical system, and other parts using special testing instruments
- Overhaul, repair or replace worn or faulty parts
- Make necessary adjustments to parts
- Test automobile to see that it has been restored to proper working order
- Write up work record and costs
- Fill out customer's bill

III. WORKING CONDITIONS:

- Work both inside and outside under a variety of weather conditions
- Work up to 6 days a week which may include nights, weekends and holidays
- Work with greasy tools and parts in a noisy environment with the presence of gas and carbon monoxide fumes

IV. JOB REQUIREMENTS:

- Have full use of arms, legs, hands and fingers
- Be able to bend, stoop, crouch, kneel and move around easily
- Be able to lift and carry materials weighing up to 75 pounds
- Have good vision or corrected
- Be free of allergies to dirt, dust, oil and grease
- Speak, read and write English
- Be 18 years of age
- Complete 2 to 4 years of vocational education and employer's on-the-job training of one to two years; or complete an apprenticeship of 3 to 4 years
- Have a driver's license

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Must have a good understanding of the operation of an automobile to facilitate troubleshooting
- Must have good skill with the use of a wide variety of hand and machine tools as well as being able to make precision measurements

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Must be able to read service bulletins, lubrication charts, part substitution charts, maintenance manuals, flat rate manuals, etc.
- Math: Must be able to add up repair bills, compute tax, bookkeeping (if self employed), subtract
- Verbal: Must be able to communicate well with a wide variety of customers
- Written: Must keep a log of repair work to be done, write up bills, keep records, take inventories

JOB TITLE: Auto Mechanic (continued)

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Irregular hours
Exposure to gas and exhaust fumes
Work is dirty, greasy and can be hazardous
- 2) Advantages: Opportunity for advancement in the trade or to own a business
- 3) Job Training: On the job Vocational Schools
Company sponsored training programs oriented to one manufacturer's automobiles
Armed Forces Training program

IX. EVALUATION: As determined by teachers

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To identify types of machinery and hazards involved</p> <p>... To understand the working and procedures of the shop (orientation)</p> <p>... To operate a safe shop</p> <p>... To understand the principle of operation of the internal combustion engine (small engine repairman)</p> <p>... To identify major parts of engine and be familiar with their function</p> <p>... To understand the principles of the operation of the fuel and exhaust system</p> <p>... To identify major parts of system and be familiar with their functions</p> <p>... Become familiar with the principles of the operation of the automobile ignition and electrical system</p> <p>... Identify major parts of system and be familiar with their functions</p> <p>... Understand the operation and function of the crankcase lubrication system</p> <p>... To know the operation of the cooling system of car engines and small engines</p> <p>... To know the parts and their functions in the cooling of engines</p> <p>... To understand how power is transmitted from the engine to transmission via clutch or automatic transmission through drive shaft, differential the axles and to the wheels</p> <p>... To understand the workings of the complete braking system</p>	<p>... Planning-personal shop safety plan</p> <p>... Operation-function of shop machinery, tools and equipment</p> <p>... Analysis of job hazards</p> <p>... Prevention-Precautionary measures and preventative procedures</p> <p>... Demonstration of fire extinguisher</p> <p> a) Invite Fire Dept. to demonstrate importance</p> <p>... Demonstrate engine operation with model engine (Small engine)</p> <p>... Disassemble single cylinder engine and discuss major parts and their function</p> <p>... Demonstrate and discuss operating engine</p> <p>... Disassemble auto engine and discuss major parts and their functions</p> <p>... Identify major parts of engine on teacher made ditto</p> <p>... Read and Discuss chapter on "The Engine" in text Understanding the Auto</p> <p>... Demonstrate manually the operation of fuel pump</p> <p>... Disassemble fuel pump and carburetor and discuss major parts and their function</p> <p>... Demonstrate and discuss fuel system in operation</p> <p>... Identify major parts of fuel pump</p> <p>... Read and discuss chapter "Fuel and Exhaust System" in Understanding the Auto</p> <p>... Discuss primary and secondary systems</p> <p>... Discuss major parts of both</p>	<p>Goggles</p> <p> a) Gas welding</p> <p> b) Arc-welding</p> <p> c) Grinding</p> <p> d) Chiseling</p> <p>Guards</p> <p>Coveralls</p> <p>Shopcoat</p> <p>Vents and Exhaust system</p> <p>Flammable liquid storage</p> <p>Machinery and hand tools that will be used</p> <p>Fire</p> <p>Demonstration model engine</p> <p>Small engines</p> <p>Mechanics hand tools</p> <p>Compression tester</p> <p>Auto engines (demonstration)</p> <p>Gear pullers</p> <p>Arbor press</p> <p>3/8" socket set</p> <p>1/2" socket set</p> <p>Open and box end wrenches</p> <p>Carburetor</p> <p>Fuel pump</p> <p>Gas filter</p> <p>Gas lines</p> <p>Manifold (exhaust)</p> <p>Muffler</p> <p>Pipe expander</p> <p>Clamps</p> <p>Air chisel</p> <p>Hacksaw</p> <p>Tubing cutter</p> <p>Flaming tool</p> <p>Starter</p> <p>Battery</p> <p>Generator</p> <p>Alternator</p> <p>Voltage regulator</p> <p>Coil</p> <p>Distributor</p> <p>Spark plugs</p>	<p>VOCABULARY</p> <p>Hazard</p> <p>Injury</p> <p>Statistic</p> <p>Compensation</p> <p>Inspection</p> <p>Prevention</p> <p>Regulation</p> <p>Equipment</p> <p>Machinery</p> <p>Precaution</p> <p>Safety</p> <p>Apron</p> <p>Dangerous</p> <p>Flammable</p> <p>Codes</p> <p>Two cycle</p> <p>Four cycle</p> <p>Strokes</p> <p> Intake</p> <p> compression</p> <p> power</p> <p> exhaust</p> <p>Camshaft</p> <p>Crankshaft</p> <p>Piston</p> <p>Piston rings</p> <p>Cylinder</p> <p>Wrist pins</p> <p>Journal</p> <p>Bearings</p> <p>Rocker Arms</p> <p>Overhead valve</p> <p>Valve seats</p> <p>Connecting rods</p> <p>Compression test</p> <p>Flywheel</p> <p>Gasoline</p> <p>Carburetor</p> <p>Atomize</p> <p>Fuel pump</p> <p>Vacuum</p> <p>Manifold</p>	<p>Basic Auto Repair-1</p> <p>Basic Body Repair-1</p> <p>Booklet of Standard Safety Appeals Board Small Gasoline Engines</p> <p>Understanding the Auto</p> <p>Practical Problems in Mathematics; Auto Trades</p> <p>Automotive Chassis and Body</p> <p>Automotive Encyclopedia</p> <p>Car Service</p> <p>Service Check</p> <p>CASSETTE TAPES</p> <p>Your Future as an Auto Mechanic</p> <p>FIELD TRIPS</p> <p>Dino's Transmission Service</p> <p>Putnam Valley and Croton Falls</p> <p>General Motors School for Mechanics</p> <p>Tarrytown, New York</p> <p>Auto Show, New York Coliseum</p> <p>Teacher Made Materials Carburetor, fuel pump, etc.</p> <p>TRANSPARENCIES</p> <p>As prepared by teacher</p> <p>Charts</p> <p> Oil filter</p> <p> Anti-freeze</p> <p> Car Service Check</p> <p> Basic Automotive Ignition System</p> <p>Workmens Compensation Laws</p> <p>FILMSTRIPS</p> <p>The Rotary Engine, 1 Dana Corp.</p>

COURSE: Auto Trades

OCCUPATION Auto Mechanic

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>of the auto</p> <p>... To know how to inspect and determine when brakes need replacing</p> <p>... To be able to replace the brake shoe of an auto</p> <p>... To understand differences between Drum Brakes and Disc Brakes</p> <p>... To understand power brakes</p>	<p>systems and the function of these parts</p> <p>... Disassemble and discuss functions of major parts of starter, generator, alternator, distributor</p> <p>... Discuss electrical system as it pertains to accessories (lights, radio, air-conditioning, etc.)</p> <p>... Trace the oil circulatory system in an engine-types of lubricants, method of venting crankcases and cooling oil</p> <p>... To trace the power from the engine to the wheels with engine model</p> <p>... Remove and replace universal joints of drive shaft</p> <p>... Trace the hydraulic system from the pedal to the tires</p> <p>... To adjust drumbrake</p> <p>... To replace drum brake shoes</p> <p>... To replace disc brake pads</p>	<p>Solenoid</p> <p>Oil pumps from small engines and from auto engine</p> <p>Crankcase and dipstick</p> <p>PCV Valves</p> <p>Filters</p> <p>Filter wrenches</p> <p>Water pumps from auto engine</p> <p>Thermostat</p> <p>Hydrometer</p> <p>Drive shaft with universal joints</p> <p>Brake fluid</p> <p>Brake spoon</p> <p>Brake spring tool</p> <p>Diagonal pliers</p> <p>Tubing wrenches</p> <p>Single and double master cylinder</p> <p>Wheel cylinder</p>	<p>(Intake and exhaust)</p> <p>Flexible diaphragm</p> <p>Pressure</p> <p>Proportions</p> <p>Float</p> <p>Muffler</p> <p>Tailpipe</p> <p>Solenoid</p> <p>Volts</p> <p>Amps</p> <p>Bendix drive</p> <p>Field coils</p> <p>Armature</p> <p>Magnetism</p> <p>Filter screen</p> <p>Dipstick</p> <p>Filters</p> <p>Pressure gauge</p> <p>Oil lines</p> <p>Friction</p> <p>Pressure relief valve</p> <p>Crankcase ventilation</p> <p>P.C.V.</p> <p>Thermostat</p> <p>Radiator</p> <p>Hoseclamp</p> <p>Clamp pliers</p> <p>Universal joint</p> <p>Flywheel</p> <p>Clutch</p> <p>Throwout bearing</p> <p>Thrust bearing</p> <p>Drive shaft</p> <p>Differential</p> <p>Torque converter</p> <p>Bleed brakes</p> <p>Brake spoon</p> <p>Dual Cylinders</p> <p>Brake shoes</p> <p>Disc pads</p> <p>Calipers</p> <p>Hydraulic</p> <p>Booster</p>	<p>FILM LOOPS</p> <p>Automobile Mechanic, Encyclopedia Britannica</p> <p>FILMS</p> <p>The Gas Turbine Engine</p> <p>BOCES Library</p> <p>General Motors</p> <p>Detroit, Mich.</p> <p>Victory Circles, Dana Corp.</p> <p>Performance Starts in The Garage, Dana Corp.</p> <p>Automotive Service Opportunities, Ford Motor Co.</p> <p>Auto Mechanic: It's For You, Modern Talking Pictures</p> <p>Each Day at Dawn, Modern Talking Pictures</p> <p>No Time to Waste, Modern Talking Pictures</p> <p>Series of Films on Racing and Auto Mechanics, Goodyear Tire and Rubber Co., Public Relations Film Library, Akron, Ohio 44316</p>

MATH

Ratios-gear to gear
Torque-foot and pounds
Liquid measure
Decimals

76

75

I. JOB TITLE: Auto Body Repairman

II. JOB DUTIES:

- Repair and refinish damaged bodies and body parts of automobiles and light trucks
- Examine vehicle to determine type and extent of damage to be repaired
- Remove upholstery, accessories, equipment and trim
- Remove and replace damaged fenders, panels and grills
- Repair breaks in body metal
- Remove dents with hammer and steel blocks
- Fill in dents and fillable holes
- Smooth repaired and filled-in areas with files
- Refinish repaired surfaces by painting
- Spray final coat of paint
- May estimate cost of repairs

III. WORKING CONDITIONS:

- Work with and around other workers
- Work both inside and outside
- Work up to 6 days a week
- Work in dirty, dusty and noisy surroundings filled with fumes from welding, solvents and paints
- Work must be done in cramped positions

IV. JOB REQUIREMENTS:

- Be at least 18 years of age
- Speak, read and write English
- Complete 2-4 years of vocation education in mechanical work
- Have a driver's license
- Be able to drive both a manual and automatic shift vehicle
- Be willing to purchase your own tools
- Must have good vision
- Mechanical aptitude

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- All phases of metalworking
- Use fingers and hands rapidly and skillfully
- Manipulate small and large tools and equipment
- Distinguish colors for color-matching and painting

VII. JOB PRACTICE:

- Shop and Laboratory experiences

VIII. ACADEMIC DEMANDS:

- Reading: May have to read manuals for parts and/or job cost estimates as well as paint color selection and mixing
- Math: May have to compute labor costs
Add repair bills, compute tax and make change
- Verbal: Must be able to communicate with customers
- Written: May have to write up work orders, keep a log of pending jobs, and fill out repair bills and estimates

Auto Body Repairman (Continued)

ADDITIONAL JOB INFORMATION:

- 1) **Disadvantages:** Work is dirty, dusty and noisy
Possibility of strains from heavy lifting, cuts and burns
Few promotional opportunities
- 2) **Advantages:** Work is usually done indoors
Opportunity to become self employed
- 3) **Job Training:** On the job Vocational Schools
Industrial Training Programs

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Auto Body Repairman

NO. 5

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To understand hazards involved in use of high air pressure (safety)
... To understand the skills necessary to become an auto body repairman
... To identify and classify auto body tools and equipment
... To know how to do minor body repairs
... To identify and know how to use cleaners, sandpapers, thinners, reducers, primers, paints, compound
... To know operation and identify the parts of the complete steering mechanism of the auto
... To know frame and suspension parts of system

... Mix plastic body filler
... Shape and sand body filler
... Mix primers
... Sand primers with proper sandpaper
... Bump out and fill small dents
... Spray primer and sand to prepare for finish
... Compound and clean painted surfaces
... Static wheel balancing
... Wheel alignment geometry
... Adjust steering
... Adjust toe in on front wheels
... Replacement of shock absorbers

Body hammers
Body dollys
Vixen files
Picks
Body jacks
Grinders
Sanders
Spray gun
Primers
Sandpapers
Laquers
Enamels
Wheel balancer
Toe in gauge
Socket wrenches
Box and open end wrenches
3/8" and 1/2" drive socket sets
Floor lift
Impact hammer

VOCABULARY
Dinging hammer
Spoons
Dolly blocks
Disc sander
Sanding block
Pick
Flange
Grit
Impact
Porta power
King pins
Ball joint
Tie rod ends
Drag links
Sector gear
Pitman arm
Toe-in or out
Direct-acting shock
Absorbed
Vibration
Bushings
Oscillation
Recoil

MATH
Liquid measure
Square measure in inches and feet
Force
Addition and Subtraction of fractions

Auto Body Repair - I
Vocational Division Curriculum Lab
New Jersey
Related Mathematics; Auto Body
Vocational Division
Curriculum Lab, New Jersey
Automotive Refinish Manual
Ditzler Repaint Manual
Understanding the Auto
Automobile Chassis and Body
Steering
Shock Absorber
Dealer Supply
Catalogs
Monroe, Delco, etc.

FILMS
Ford Motor Co.
Dearborn, Mich.
General Motors
Tarrytown, New York
Paint
People Who Fix Things
Good Hand, Good Eye, Dupont
PPG-Glass for the Seventies,
Modern Talking Pictures

CASSETTE TAPES
Your Future as an Auto Body Repairman

FILM LOOPS
Automotive Body Repairman
Encyclopedia Britannica

FIELD TRIPS
General Motors Plant

Tech Center Class

Trade: Auto

I. JOB TITLE: Auto Body Repairman (Oxyacetylene Welder)

II. JOB DUTIES:

Welds metal parts together according to the blueprints or work orders
May perform related tasks such as flame cutting and grinding
May repair broken or cracked metal parts
Selects and uses oxyacetylene, arc or TIC welding process depending on the job and material being welded
Positions work in jigs, fixtures or clamps
May also do brazing, silver soldering, heat treating, bending as well as repair machinery

III. WORKING CONDITIONS:

Work may be performed inside or outside
Welder may be exposed to fumes

IV. JOB REQUIREMENTS:

Steady hand and good eye-hand coordination
Must be a very careful worker
May be required to pass a qualifying examination

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must be able to plan work
Move hands and fingers rapidly and accurately
Work within prescribed standards and specifications
Measure accurately
Be able to visualize objects from drawings

VII. JOB PRACTICE:

Shop and laboratory experiences

VIII. ACADEMIC DEMANDS:

Reading: Welding manuals, trade journals,
blueprint reading, welding charts
Math: Must be familiar with measurement
Verbal: Must be able to communicate with
supervisor and fellow workers
Written:

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Outside work is seasonal and requires careful budgeting of income
Welder is always subject to severe burns from hot metal or torch flame
- 2) Advantages: Employment opportunities are available in virtually every field
Opportunity for advancement
- 3) Job Training: On the job Apprentices programs in industry
Armed Forces training programs
Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Auto Body Repairman (Oxyacetalene Welder)

NO. 5 (Cont.)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES ^a	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To develop an understanding of the working of the oxyacetalene torch in a safe manner</p> <p>... To know how to properly light and use a welding torch</p> <p>... To learn how to cut metal with an oxyacetalene torch</p> <p>... To become familiar with the welding process with an oxyacetalene torch</p>	<p>... Set up, turn on and use properly the oxyacetalene torch</p> <p>... Weld together sections of 1/8" ferrous metal</p> <p>... Braze sections of 1/8" ferrous metal</p> <p>... Cut up metal with an oxyacetalene torch</p>	<p>A complete welding set</p> <p>Welding rods</p> <p>Brazing rods</p> <p>Spark lighters</p> <p>Gloves</p> <p>Welding bench</p> <p>Metal for welding</p> <p>Metal for cutting</p>	<p>3/32 rod</p> <p>1/8 rod</p> <p>Brazing flux</p> <p>Brazing rod</p> <p>Welding tip</p> <p>Welding rod</p> <p>Penetration</p> <p>Oxygen</p> <p>Acetylene</p> <p>Ferrous</p> <p>Non-ferrous</p> <p>Quench</p> <p>Preheat</p> <p>Spark lighter</p> <p>Crack cylinder valves</p> <p>Blow thru</p> <p>Carborizing</p> <p>Carbonizing</p> <p>Neutral flame</p> <p>Fusion</p> <p>Tacking</p> <p>Butt weld</p> <p>Lap weld</p>	<p>Auto Body Repair, N.J. State Education Department Opportunities in Welding, American Welding Society</p> <p>FILMS</p> <p>Trade films-American Welding Soc.</p> <p>345 E. 47th Street</p> <p>N.Y., N.Y. 10017</p> <p>Oxyacetalene Flame-Master of Metals, U.S. Bureau of Mines</p> <p>FIELD TRIPS</p> <p>Westchester Iron Works</p> <p>County Welding Supply, Croton Falls, N.Y.</p>

BUILDING TRADES
(Carpentry/Masonry)

OCCUPATIONAL READINESS CENTER

COURSE: BUILDING TRADES

UNITS:

First Quarter: Masonry and Bricklaying
Bricklayer (Mason's Apprentice)
Concrete Finisher (Mason's Apprentice)
Carpentry
Carpenter
Roofer
Resilient Tile Mechanic
Insulation Mechanic
Dry Wall Applicator
Taper
Painter Apprentice

Second Quarter:

Same as above.

Third Quarter:

Same as above.

Fourth Quarter:

Same as above.

I. JOB TITLES: Bricklayer/Mason's Apprentice
Concrete finisher/Mason's Apprentice

II. JOB DUTIES:

Lay out work by measuring distances from reference points and marking guidelines on working surfaces
Measure and mix quantities of sand, gravel,
Portland cement to form concrete
Spread a soft bed (layer) of mortar that serves as a base and binder for the bricks, using a trowel
Apply mortar to brick ends and position brick in mortar bed
Tap bricks with trowel to level, line, and embed them in mortar allowing specified thickness of joint
Remove excess mortar from face of brick, using trowel
Finish mortar between bricks with pointing tool or trowel
Break bricks to fit spaces too small for whole brick, using edge of trowel or brick hammer
Determine vertical and horizontal alignment of courses (rows), using plumb bob, gaugeline (tightly stretched cord) and level guide
Fasten brick or terra cotta veneer to face of structures with tie wires embedded in mortar between bricks, or in anchor holes in veneer brick.
Construct forms for footings;
Stack and store brick and block safely
Store and pile cement in weather tight piles

III. WORKING CONDITIONS:

Work with and around others, indoors and outdoors
Be exposed to all kinds of weather
Be subject to cuts and bruises from tools and materials
Be subject to possibility of falls from ladders and high places
Be required to travel to various job locations

IV. JOB REQUIREMENTS:

Be able to stand for long periods of time
Be able to bend, stoop, crouch, kneel, and crawl
Be able to lift and carry up to 95 pounds
Have good vision and hearing (normal or corrected)
Be able to climb ladders and walk on scaffolds

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Move fingers and hands rapidly and accurately
Work to prescribed standards (mixes)
Visualize forms and shapes from blueprints and sketches
Perform arithmetic computations accurately
Plan work and make decisions

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read instructions
Beginner blueprint and bills for materials, trade journals
Math: Be proficient in arithmetic computations such as fractions, decimals, how to measure and square materials, elementary surveying
Verbal: Be able to communicate with co-workers, supervisors, and or customers
Written: Be able to draw and label simple plans and sketches, write up job cost estimates

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Work is frequently curtailed in bad weather
Hazard of injuries from falls, and bruises from handling materials
- 2) Advantages: Good opportunity for advancement
Good pay and fringe benefits for union members

- 3) Training opportunities: Vocational Schools
Apprentice Program in industry

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 1

OCCUPATION: Bricklayer (Mason's Apprentice)

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To identify masonry tools and their proper use</p> <p>... To identify types of brick, block and related masonry materials</p> <p>... to develop an understanding of how to mix cement mortar (proportions, mixing)</p> <p>... To develop the ability to bed and apply mortar to brick</p> <p>... To continue to develop the ability to lay brick to a line and to construct corners, plumb, straight, and square</p>	<p>... Construct square corners using layout ratio 3:4:5</p> <p>... Construct corners of brick and block in shop area</p> <p>... Construct walls between two corners with emphasis on spacing to a line, joints and safety</p> <p>... Construct actual foundation using 8" concrete block for exterior walls and columns (small house)</p> <p>... Apply brick veneer to front of existing foundation</p> <p>... Show and discuss different types of brick and block</p> <p>... Show measuring tools and discuss uses</p> <p>... Find amounts to mix ratios of 1:2:4, 1:3:5, 1:3:6</p> <p>... Find amounts of sand, cement, and gravel</p> <p>... Measure linear, square and cubic as it relates to forms and mix</p>	<p>Mason trowel</p> <p>Mason's hammer</p> <p>Mason's ruler</p> <p>Mason's line</p> <p>Plaster trowel</p> <p>Level</p> <p>Jointer</p> <p>Hawk</p> <p>Float-wood</p> <p>Float-rubber</p> <p>Hoe</p> <p>Mixing box</p> <p>Shovel (Flat)</p> <p>Water barrel</p> <p>Straight edge</p> <p>Edger</p> <p>Liner</p> <p>sand</p> <p>Lime</p> <p>Portland cement</p> <p>Mortar cement</p> <p>Water</p> <p>Stone-aggregate</p>	<p>VOCABULARY</p> <p>Butter,</p> <p>Bed</p> <p>Strike</p> <p>Run</p> <p>Mud</p> <p>Bond</p> <p>Binders</p> <p>Joint</p> <p>Face</p> <p>Mortar</p> <p>Clay</p> <p>Shale</p> <p>Lap</p> <p>Line</p> <p>Temper</p> <p>MATH</p> <p>Whole numbers</p> <p>Fractions</p> <p>Linear measure</p> <p>Area</p> <p>Perimeter</p>	<p>Concrete Form Construction</p> <p>Concrete Technology</p> <p>Blueprint Reading and Sketching, All by Delmar</p> <p>Bricklaying I & II</p> <p>Workbook</p> <p>Mathematics for Masonry Trade Workbook</p> <p>Mathematics for Carpentry Workbook, All by Delmar</p> <p>FILMS</p> <p>U.S. Navy Department Safety Films</p> <p>Teacher Made Worksheet</p>

COURSE: Building Trades 1

OCCUPATION: Concrete Finisher (Mason's Apprentice)

NO. 2

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS
OTHER MATERIALS**

... To understand reasons for practicing good safety as a concrete finisher
... To understand principles, methods and reasons for using reinforcing rods and/or mesh in concrete pads
... To identify materials and be able to understand how to mix cement in correct proportions
... To understand how to pour cement into a form and establish levels of finish
... To understand how to finish cement pad
... To understand reasons for and methods of sectioning off pad and finishing edges

... Construct footing forms
... Layout pad in equal squares. Line with liner and edger
... Establish levels for footings in forms
... Layout and tie reinforcing rods in shop and on project pad
... Mix concrete in a concrete mixer using correct proportions of sand, gravel, Portland cement, and water
... Even off cement with float and finish with cement finishing trowel

Cement finishing
Trowel
Float
Kneeling pads
Metal liner
Metal Edger
Straight edge
Wheel barrow
Shovel
Rake
Concrete mixer
Portland cement
Bolt cutter
Marking crayon
6' Folding ruler
Side cutting plier
Size 14 wire

VOCABULARY

Concrete
Form
Frost line
Excavation
Cavities
Fill
Shoe
Stud
Walers
Spreaders
Brace
Stakes
Facing
Screened
Portland cement
Drum
Pate
Chute
Floated
Batch
Hopper
Setup
Puddle

MATH

Whole numbers
Fractions
Linear Measure
Weight measure
Area
Perimeter

Home and Building Maintenance, McKnight & McKnight Concrete Form Construction, Delmar Masonry Trade Mathematics Workbook, Delmar

FILMS

Safety
A Chance to Build Hidden Strength

PAMPHLETS

Atlas Portland Cement

FIELD TRIPS

Cement Plant
Hudson, N.Y.
Montrose Concrete Block

Teacher Made Transparencies

I. JOB TITLE: Carpenter and Carpenter's Apprentice

II. JOB DUTIES:

- Read blueprints and sketches to obtain information as to type of material required and dimensions of structure or fixture to be made
- Select specified type of lumber or other materials
- Mark cutting and assembly lines on materials
- Shape materials to prescribed measurements using saws, chisels and planes
- Fasten shaped and assembled materials with nails, dowel pins, or glue
- Verify trueness of structure
- Erect framework for structure and lay sub-flooring
- Build stairs
- Install partitions and cabinets
- Lay hardwood, parquet and woodstrip block floors
- Apply shock-absorbing, sound deadening, and decorative paneling to ceiling and walls
- Fit and install prefabricated window frames, doors, doorframes, interior and exterior trim, and finish hardware
- Construct concrete forms and pouring chutes
- Erect scaffolding and ladders

III. WORKING CONDITIONS:

- Work inside and outside under a variety of climatic conditions
- Work with and around others or alone
- Be exposed to dust and dirt from work site
- Possibly work in high places on ladders and scaffolds
- Be subject to possibility of cuts from tools and sharp materials

IV. JOB REQUIREMENTS:

- Be able to stand for long periods of time
- Have full use of arms, legs, hands and fingers
- Be able to bend, stoop, kneel, crouch and move around easily
- Be able to lift and carry materials weighing up to 75 pounds
- Be able to climb ladders and work in high places
- Be able to tolerate noise and dust
- Be able to distinguish colors
- Have good vision and hearing (normal or corrected)

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Use of hand and power woodworking tools
- Ability to measure quickly and accurately

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Be able to read instructions
 - Beginner blueprint reading
 - Read bills for materials
- Math: Be proficient in arithmetic computations such as fractions, decimals, and how to square materials
 - Some knowledge of trigonometry is helpful
- Verbal: Be able to communicate with co-workers, supervisors and customers
- Written: Be able to draw and label simple plans

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Weather conditions may hamper work or reduce work hours
 - Work is often on a short-term basis
 - Must provide own transportation to frequently changed work site

2) Advantages: Employment opportunities and pay are good
Opportunities for advancement are excellent

3) Training opportunities: Vocational Schools
Apprentice programs in industry

IX. EVALUATION: As determined by teachers

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT WORKBOOKS OTHER MATERIALS
<p>... To understand reasons for practicing good safety</p> <p>... To become qualified in the use of power tools and hand tools used in a shop.</p> <p>... To identify and know uses of materials commonly used in wall framing</p> <p>... To identify and know uses of materials commonly used in floor framing</p> <p>... To identify and know uses of materials commonly used in roof framing</p> <p>... To identify and know use of materials commonly used in exterior side wall finishing</p> <p>... To understand the application of all aspects of house construction</p>	<p>Discuss safety as it pertains to carpentry</p> <p>a) Clothes</p> <p>b) Hard hat</p> <p>c) Shoes</p> <p>d) Goggles</p> <p>e) Loose clothes</p> <p>f) Tools (Power and hand)</p> <p>Observe safety films</p> <p>... Construct mock-up of exterior partitions in shop to include</p> <p>Studs</p> <p>Sheathing</p> <p>Fire stops</p> <p>Top and bottom plates</p> <p>Layout and construct girders and floor platform (bridging, sill, lally column, box frame)</p> <p>... Construct mock-up of roof including ridge, roof rafters, sheathing, gable studs, soffit, fascia</p> <p>... Install on mock-up asbestos shingles, cedar, clapboard, plywood</p> <p>... Apply knowledge in sequential steps in the construction of a house</p> <p>... Study and know different types of building materials and their uses in construction</p> <p>... Familiarize students with specific trade (construction) vocabulary</p> <p>... Practice in the use of various types of measurement and measuring tools as it relate to the construction field to include measuring and squaring planes</p>	<p>2x6</p> <p>2x8</p> <p>4x8x1/2 plywood</p> <p>6 d common nails</p> <p>8 d common nails</p> <p>16 d common nails</p> <p>Asbestos shingles</p> <p>Cedar shingles</p> <p>Clapboard shingles</p> <p>Texture shingles</p>	<p>VOCABULARY</p> <p>Top plate</p> <p>Sole plate</p> <p>Sheathing</p> <p>Studs</p> <p>Rafters</p> <p>Ridge</p> <p>Bridging</p> <p>Girder</p> <p>Header</p> <p>Lally column</p> <p>Gable end</p> <p>Soffit</p> <p>Facia</p> <p>Studs</p> <p>Ridge</p> <p>Jack Rafters</p> <p>Jack Studs</p> <p>Hips</p> <p>Valley</p> <p>Rake</p> <p>Birds mouth</p> <p>Tail (rafter)</p> <p>MATH</p> <p>Square measure</p> <p>Perimeter</p> <p>Board measure</p> <p>Cubic measure</p> <p>Linear measure</p> <p>Fractions</p> <p>Addition, subtraction, division, multiplication</p>	<p>Portable Power Tools</p> <p>Hand Woodworking Tools</p> <p>Framing, Sheathing and Insulation, All Delmar</p> <p>Modern Carpentry, Goodheart & Wilcox Pub.</p> <p>Practical Problems in Mathematics Workbook</p> <p>Blueprint Reading and Sketching Workbook</p> <p>Interior and Exterior Trim Workbook, All Delmar</p> <p>Bench Woodworking</p> <p>Woodworking Technology, McKnight & McKnight</p> <p>Measure Up, Ferron Pub.</p> <p>PAMPHLETS</p> <p>Lloyd Lumber Co., Inc.</p> <p>School Shop Plywood Series</p> <p>FILMS</p> <p>Safety Films</p> <p>Area and Perimeter</p> <p>Hand Saws</p> <p>Measuring & Squaring Planes</p> <p>Hand Tools</p> <p>Georgia Pacific Film Series</p> <p>FIELD TRIPS</p> <p>Sawmill</p> <p>Danbury, Conn.</p> <p>Gypsum Wallboard Plant</p> <p>Buchanan, N.Y.</p> <p>Kitchen Cabinet Factory</p> <p>Middletown, N.Y.</p> <p>Local Building Site</p> <p>Kelly Saw Mill</p> <p>Dover Plains, N.Y.</p>

Trade: Building Trades

I. JOB TITLE: Roofer

II. JOB DUTIES:

- Cuts roofing paper to size and aligns material with edge of roof
- Fastens shingles or sheets to roof with nails or cement
- Punches holes in slate, tile, wooden shingles with punch and hammer
- Cuts and installs flashing at all angles formed by chimneys, walls, vents, and intersecting roof surfaces
- Installs tar paper, liquid tar and gravel

III. WORKING CONDITIONS:

- Works outside under a variety of climatic conditions
- May work at extreme heights on ladders and scaffolds

IV. JOB REQUIREMENTS:

- Good physical condition and good sense of balance
- Apprenticeship Program - 3 years

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Measurement, good physical balance and endurance
- No vertigo
- Basic mathematical computation of areas, ratios, etc.

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Read instruction sheets, blueprints
- Math: Calculate surface areas, compute quantities of material required, measure with steel tape or ruler
- Verbal: Be able to communicate with co-workers and supervisor
- Written: May be required to draw and label simple sketches
- Prepare estimates

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Work may be hampered by weather
Possibility of serious injury due to falls
- 2) Advantages: Pride of accomplishment since it is finishing work
Satisfying to those who enjoy exercise
- 3) Training opportunities: On the Job Apprenticeship Program
Vocational Schools

IX. EVALUATION: As determined by teachers

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIESNEW TERMINOLOGY
MATHTEXT, WORKBOOKS
OTHER MATERIALS

... To understand reasons for practicing good safety in roofing trade
... To identify and know use of materials and tools commonly used in roofing
... To understand the application of shingles on house roof

Discuss safety as it pertains to roofing
Climbing ladders
Picking up heavy bundles
Storage of materials on roofs
Proper shoes
Discarding materials -
... Safety film strips
... Scaffold Guard
... Properly install on mock-up
Felt paper
Strip shingles
Nailing
... Construct scaffolds and install roof shingles on house project
... Familiarize students with roofing materials, tools, and vocabulary
... Practice measuring requirements for roofing, gutters and leaders
... Estimate materials and costs
... Compute area and quantities
... Practice accurate measurement

Claw hammers
Utility knife
Staple gun
Staple hammer
Tin snips
Chalk line
Ruler

VOCABULARY

Alternate
Flat roof
Pitched roof
Slope
Roof deck
Bitumen
Membrane
Gutters
Vertical
Horizontal
Adhesives
Felt
Slag

MATH

Linear measure
Square measure
Fractions
Whole numbers
Percentage
Perimeter
Weight measure

World of Construction,
McKnight
Modern Carpentry,
Goodhart & Wilcox
Roof Framing, Delmar
Mathematics Carpentry
Trade Workbook
Delmar
Measure Up, Ferron

FILMSTRIPS

Tom Fairly
BOCES Library

Trade: Building Trades

I. JOB TITLE: Resilient Tile Mechanic

II. JOB DUTIES:

- Install, replace and repair resilient tile, linoleum and vinyl sheet goods
- Plan work from sketch or plans
- Calculate quantities from plans
- Order materials
- Layout jobs according to schedule

III. WORKING CONDITIONS:

- Indoors, dry and warm
- Often works alone
- Travels from job location to job location
- Must provide own tools
- Provide own transportation
- Work daytime hours normally

IV. JOB REQUIREMENTS:

- Be able to lift boxes and cans weighing up to 50 pounds
- Be able to handle and manipulate tools (hand)
- Be able to kneel for long periods of time
- Be able to bend, stoop, crouch

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Measure and mark off floor in accordance with floor covering plan
- Make simple sketches
- Cut and fit materials
- Proper adhesives used for each type material
- Proper preparation of floor surfaces

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Read blueprint, instructions, bills for material (shipping invoices)
- Math: Calculate quantities for square feet, yards, etc.
Calculate quantities for quarts, gallons, etc.
- Verbal: Follow verbal instructions and communicate with customer and/or supervisor
- Written: Keep job sheets, time sheets, etc.

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages:
- 2) Advantages: Installers may shift from new construction to replacement jobs for winter season
- 3) Training opportunities: On the Job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Building Trades

OCCUPATION: Resilient Tile Mechanic

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To understand reasons for practicing good safety in resilient floor installation</p> <p>... To identify and know use of materials, adhesives and tools used in resilient tiling</p>	<p>... Discuss safety pertaining to flooring</p> <p>Knives</p> <p>Lifting boxes and cans</p> <p>Lifting rolls of linoleum</p> <p>... Properly install resilient tile on mock-up and any permanent installations that become available</p> <p>... Familiarize students with blue prints, instructions, bill of materials, etc.</p> <p>... Calculate quantities for square feet, yards, quarts, and gallons</p> <p>... Familiarize students with roofers' "Job Sheet"</p>	<p>Chalk line</p> <p>Ruler</p> <p>Razor knife (retractable)</p> <p>Square</p> <p>Knotched trowel</p> <p>Scratch awl.</p> <p>Snips</p> <p>Roller</p> <p>9" and 12" tile</p> <p>a) Vinyl asbestos</p> <p>b) Asphalt</p> <p>c) Rubber</p> <p>White adhesive</p> <p>Asphalt base adhesive</p>	<p>VOCABULARY</p> <p>Scribe</p> <p>Spread</p> <p>Resilient</p> <p>Cement</p> <p>MATH</p> <p>Whole numbers</p> <p>Fractions</p> <p>Square measure</p> <p>Linear measure</p> <p>Perimeter</p>	<p>Home and Building Maintenance, McKnight & McKnight Construction, McKnight & McKnight Carpentry Mathematics Workbook, Delmar</p> <p>Measure Up, Ferron</p> <p>FILMS</p> <p>A Chance to build Safety</p>

Trade: Building Trades

I. JOB TITLE: *Insulation Mechanic*

II. JOB DUTIES:

Fasten sheets, batt, blanket and similar types of building insulation to walls, floors, ceilings and partitions with staples or nails
Cut insulation to size and shape with handtools or portable power tools
Fit insulation around obstructions such as pipes or wiring
May wrap insulating material around air-conditioning ducts

III. WORKING CONDITIONS:

Work is performed indoors
Often works alone

IV. JOB REQUIREMENTS:

Physical endurance and tolerance of repetitive tasks

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand tools

VII. JOB PRACTICE:

Lab and shop practice

VIII. ACADEMIC DEMANDS:

Reading: Helpful to be able to read blueprints, lists of materials, insulation instructions
Math: May be required to calculate areas to size a job
Verbal: Must be able to follow supervisor's instructions
Written: May be required to prepare cost estimates

ADDITIONAL JOB INFORMATION:

Disadvantages: Seasonal work

IX. EVALUATION: *As determined by teachers*

COURSE: Building Trades 2

OCCUPATION: Insulation Mechanic

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To be able to install and secure insulating materials in structure framing, on air ducts and piping</p> <p>... To be able to work from ladders and scaffolds having both hands free for work</p> <p>... To be able to safely handle ladders, scaffolds, and tools of the trade.</p> <p>... To maintain tools and equipment in workman-like condition</p> <p>... To be able to identify most common types of insulation materials</p>	<p>... Installation of batt and roll-type "Rock-wool" insulation in walls and ceilings of frame structures, using hammer and nails, stapling machines and staple hammer</p> <p>... Cutting material with knives and snips to length, also cutting out for pipes and electrical fixtures</p> <p>... Installation of roll-type insulation of metal ducts, using adhesives and wire to secure material. Cutting material to fit with knives and snips</p> <p>... Applying insulation material to pipes, using bands, clips, and joint cement</p>	<p>Hammers</p> <p>Staples</p> <p>Nails</p> <p>Staplers</p> <p> a) Guns</p> <p> b) Hammer</p> <p>Knives</p> <p>Snips-Scissors</p> <p>Wire-cutting plier</p> <p>Tie-wire</p> <p>Trowels</p> <p>Asbestos cement</p> <p>Rulers</p> <p>Measuring tapes</p> <p>Ladders</p> <p>Horses-planks</p> <p>Rolling scaffold</p>	<p>Bath</p> <p>Roll</p> <p>Rock-wool</p> <p>Asbestos</p> <p>Aluminum foil</p> <p>Vapor barrier</p> <p>Blanket</p> <p>Foam</p> <p>Granules</p> <p> MATH</p> <p>Weight measure</p> <p>Linear measure</p> <p>Square measure</p> <p>Fraction</p> <p>Whole numbers</p> <p>Estimating</p>	<p>World of Construction</p> <p>Home and Building Maintenance, McKnight</p> <p>Modern Carpentry, Goodheart & Willcox</p> <p> Framing, Sheathing and Insulation, Wbbk., Delmar</p> <p>Measure Up, Ferron</p> <p> FILMS</p> <p>U.S. Navy Department</p>

Trade: Building Trades

I. JOB TITLE: Dry Wall Applicator

II. JOB DUTIES:

Applies plasterboard or other wallboard to ceiling and interior walls of building
Cuts and fits wallboard to studding and joints using hand tools
Scribes measurements in wallboard using hawk-bill knife and hammer
Trims edges to obtain even joint
Workers perform as a team when installing ceilings

III. WORKING CONDITIONS:

Work is performed indoors

IV. JOB REQUIREMENTS:

Be able to lift sheets of wallboard
Good physical endurance

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Measurement layout and use of hand tools

VII. JOB PRACTICE:

Lab and shop practice

VIII. ACADEMIC DEMANDS:

Reading: Blueprints and work orders

Math: May be required to calculate surface areas to order materials, compute labor time and cost for estimates

Must be able to measure

Verbal: Must communicate with supervisor and/or with customers

Written: May be required to write up job cost estimate for labor and material

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work is seasonal

2) Advantages: Work is indoors

3) Job Training: On the Job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 2

OCCUPATION: Dry Wall Applicator

NO. 7

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To be able to erect and secure gypsum wallboard panels on interior walls, partitions, and ceilings
... To be able to measure, cut and apply panels to wood studs and rafters
... To be able to handle bulky panels safely and to work safely with sharp cutting tools
... To be able to adjust, repair, and maintain tools

... Measuring, laying-out, and cutting 4'x8' panels to fit areas of walls and ceilings using 4' T-square and wall-board knife
... Laying out and cutting holes for plumbing and electrical outlets using ruler, knife, and keyhole saw
... Working in teams to erect ceiling panels, using T supports while nailing
... Setting nail heads below surface to receive spackling

4' T-square
Ruler
Chalk-line
Nailing hammer
Nails
Keyhole saw
Marking pencils
Plasterboard knife with replacement blades
Wooden T support
Benches or horses and planks

VOCABULARY

Face
Back
Score
Tack
Flush
Indent
Board knife
Outlet

MATH

Area measure
Square measure
Weight measure
Whole numbers
Linear Measure

World of Construction Home and Building Maintenance, McKnight
Modern Carpentry
Goodhart & Willcox
Framing, Sheathing and Insulation
Workbook, Delmar

FILMS

Georgia Pacific Series

Trade: Building Trades

I. JOB TITLE: Taper

II. JOB DUTIES:

- Seals joints between plasterboard to prepare surface for painting or wallpapering
- May mix joint compound by hand or with portable mixer
- Spreads compound over joint, presses tape and covers tape with compound
- May float cementing material over entire surface
- Spreads compound over nail depressions
- May fill cracks and holes in walls and ceilings

III. WORKING CONDITIONS:

- Work is messy and performed indoors
- May work alone

IV. JOB REQUIREMENTS:

- Physical stamina
- Ability to maintain balance on stilts while working overhead

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Use of trowels, ability to balance on stilts

VII. JOB PRACTICE:

- Lab or shop practice

VIII. ACADEMIC DEMANDS:

- Reading: Must be able to navigate self to job site by reading signs, maps, etc.
- Math: May have to estimate quantity of tape and joint compound required for a job
- Verbal: Must be able to communicate with supervisor
- Written: May have to prepare time sheets, job estimates

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: New construction is a seasonal occupation
Work is somewhat messy
- 2) Advantages: High rate of pay
- 3) Job Training: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 2

OCCUPATION: Taper

NO. 8

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To be able to make a finished surface of gypsum board partitions and ceilings by the use of paper tape and taping cement

... To be able to work and use hand tools efficiently while standing on scaffold planks or wearing metal stilts

... To be able to identify tools and materials used in dry-wall taping

... Installation of joint compound or taping cement on nailhead depressions, board joints and corners of walls and ceilings

... Application of tape to the cement in joints. Smoothing of additional cement coat over tape and final sanding

... Installation of corner bead on exterior corner, smoothing cement and final sanding

... Adjusting and fitting metal stilts

... Performing all of the foregoing on ceilings while using stilts

Hawk
Plasterer's trowel
Pointing trowel
Nail hammer
Wide blade taping knife
Sandpaper
Sanding block
Electric sander/oscillating type
Horses and planks
Stilts

VOCABULARY
1st coat, 2nd coat, etc.
Feathering
Plumb
Square
"Popping" of nails
Drying time

MATH
Estimating amounts of compound needed for a given area in gallons
Whole numbers
Linear measure

World of Construction
Home and Building Maintenance, McKnight
Framing-Sheathing and Insulation
Workbook, Delmar
Carpentry Math, Delmar

FILMS
Georgia Pacific Series

Trade: Building Trades

I. JOB TITLE: Painter's Helper and Painter's Apprentice

II. JOB DUTIES:

Smooths surfaces, using sandpaper, steelwool
Removes old paint from surfaces using paint remover, scraper, wire brush, blowtorch
Fills nail holes, cracks and joints
May mix paint
Paints surfaces with brush, spray gun or roller
May create special effects by applying paint with cloth, brush, sponge, or fingers
Stains interior or exterior surfaces of new homes
May finish floors in older homes

III. WORKING CONDITIONS:

Work may be done indoors or outdoors in a variety of weather conditions

IV. JOB REQUIREMENTS:

Must be able to work from scaffolds or high ladders for some work assignments

V. JOB CONDITIONS:

Field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand tools, measurement of area and calculation of materials and labor costs necessary for advancement

VII. JOB PRACTICE:

Lab or shop practice

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read instructions for preparing paints and mixing colors, trade journals, and work orders
Math: May be required to compute surface area and calculate materials required to do a job
Verbal: Must be able to communicate with supervisor and/or customer
Written: May be required to write job instructions, job estimates, time sheets, etc.

ADDITIONAL JOB INFORMATION:

- 1) **Disadvantages:** Painting in the construction trades or outdoor work is seasonal and hampered by weather conditions
- 2) **Advantages:** Opportunity for self-employment is good providing one has the necessary academic skills
- 3) **Job Training:** On the job Vocational Schools

IX. EVALUATION: As determined by teachers

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To be able to prepare surfaces for painting and other types of finishes</p> <p>... To be able to identify, select and handle safely the tools of the painting trade</p> <p>... To be able to clean and maintain tools</p> <p>... To know the characteristics of paint, oil and water based, varnishes, stains, shellac, lacquers, and the appropriate solvents for each</p> <p>... To be able to apply finishes on new and old surfaces, Wood, metal, and masonry</p> <p>... To be able to safely handle, erect and adjust ladders and scaffolds</p>	<p>... Scraping, sanding, filling holes and nicks in old surfaces, using hand scrapers and sandpaper, emery cloth and sanding machines. Smoothing and applying primer coats to new surfaces</p> <p>... Lectures, films and student practice in selecting brushes for different materials, rollers, stipplers, and spray devices</p> <p>... Lectures, films and demonstrations. Student cleaning of tools with proper solvents, conditioning brushes</p> <p>... Application of paints, enamel, varnishes, stains, etc. to floors, walls, ceilings and to furniture and fixtures using brushes, rollers and spray devices</p> <p>... Erection of "A" ladders, extension ladders, pole scaffolds, patent scaffolds, horses and planks</p>	<p>Brushes</p> <p>Nylon</p> <p>Bristle</p> <p>Sash</p> <p>Trim</p> <p>Scrapers</p> <p>Sand Paper</p> <p>Oscillating sander</p> <p>Belt Sander</p> <p>Disc Sander</p> <p>Pressure Spray Cans</p> <p>Electric Sprayers</p> <p>Dropcloths</p> <p>Mixing paddles</p> <p>Color charts</p> <p>Scaffolds</p> <p>Ladders</p> <p>Planks</p> <p>Horses</p> <p>Masking tape</p> <p>Steel wool</p> <p>Paint-oil or latex</p> <p>Enamel</p> <p>Shellac</p> <p>Varnish and stain</p> <p>Lacquers</p> <p>Linseed oil</p> <p>Turpentine and thinners</p> <p>Paint rollers and pans</p> <p>Extension handles</p> <p>Putty</p> <p>Plasticwood</p> <p>Pigments-oil and powder</p> <p>Sizing</p> <p>Spackling</p>	<p>VOCABULARY</p> <p>Primer</p> <p>Sizing</p> <p>Spackle</p> <p>Cutting-In</p> <p>Trimming</p> <p>Sash tool</p> <p>Covering-hiding</p> <p>Blistering</p> <p>Peeling</p> <p>Checking</p> <p>Allgaturig</p> <p>Pressure</p> <p>Nozzle</p> <p>Orifice</p> <p>Spray pattern</p> <p>Masking</p> <p>Flat</p> <p>Gloss</p> <p>Semi-gloss</p> <p>Texture</p> <p>Thinning</p> <p>Abrasive</p> <p>Absorb</p> <p>Alcohol</p> <p>Resisting</p> <p>Alkyd</p> <p>Oxide</p> <p>Finish</p> <p>Primer</p> <p>Benzene</p> <p>Caulking</p> <p>Compound</p> <p>Coating</p> <p>MATH</p> <p>Whole numbers</p> <p>Addition</p> <p>Subtraction</p> <p>Multiplication</p> <p>Division</p> <p>Percentage</p> <p>Linear measure</p> <p>Square measure</p>	<p>Painting and Decorating</p> <p>McGraw-Hill</p> <p>Home and Building</p> <p>Maintenance, McKnight</p> <p>Painting and Decorating</p> <p>Goodheart & Willcox</p> <p>FILMS</p> <p>U.S. Navy Department</p> <p>Teacher Made Materials</p>

BUILDING TRADES
(Electrical/Plumbing)

OCCUPATIONAL READINESS CENTER

COURSE: BUILDING TRADES

UNITS:

First Quarter:

Plumber's Apprentice
Plumber's Helper

Electrician's Apprentice
Electrician's Helper

Maintenance Man, Custodial Maintenance

Second Quarter:

Same as above.

Third Quarter:

Same as above.

Fourth Quarter:

Same as above.

I. JOB TITLE: Plumber's Apprentice and Plumber's Helper

II. JOB DUTIES:

- Plan work from sketch or building plans
- Locate and mark position of pipes, pipe connections and passage holes in walls and floors
- Cut openings in walls and floors for pipe and pipe fittings
- Cut, bend, join and tread pipes according to specifications
- Weld and solder pipe joints
- Assemble and install valves, pipe fittings, pipes and plumbing fixtures according to building codes
- Test system for leaks
- Repair and maintain plumbing and fixtures

III. WORKING CONDITIONS:

- Work inside and outside under various climate conditions
- Be subject to cuts and bruises from tools and materials
- Work with and around others or alone
- Be exposed to dust, dirt and grime from work site and materials
- Be subject to burns from soldering irons, torches hot pipes or steam
- Be exposed to disagreeable odors

IV. JOB REQUIREMENTS:

- Be able to tolerate noise, dirt and odors
- Be able to lift equipment weighing up to 75 lbs., and carry material weighing up to 50 lbs.
- Be able to handle and finger tools and materials
- Have good vision and hearing (normal or corrected)
- Be able to stand for long periods of time
- Be able to work in cramped, uncomfortable positions
- Be able to bend, stoop, crouch and do heavy work
- Many localities require licensing of plumbers

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc..

VI. BASIC SKILLS AND KNOWLEDGE:

- Use of hand tools for cutting, bending, threading, sweet soldering, blueprint reading
- Basic mathematics for measuring, estimating, etc.
- Be able to work to prescribed standards consistently and follow procedures and specifications

VII. JOB PRACTICE:

- In shop - Field trips to job sites

VIII. ACADEMIC DEMANDS:

- Reading:** Be able to read instructions
Beginner blue print reading
Bills for materials
- Math:** Be proficient in arithmetic - computations, fractions, decimals, how to measure and square materials
- Verbal:** Be able to communicate with co-workers and supervisors
- Written:** Be able to draw & label simple plans and sketches

ADDITIONAL JOB INFORMATION:

- 1) **Disadvantages:** weather may curtail work hours
Work is frequently short term and/or seasonal
Work is strenuous, dirty
Subject to burns from soldering irons, molten solder, hot pipes or steam

- 2) **Advantages:** Opportunity for self employment
Good pay and fringe benefits

3) Job Training: On the job Vocational Schools
Programs

IX. EVALUATION: As determined by team of teachers

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIESNEW TERMINOLOGY
MATHTEXT, WORKBOOKS
OTHER MATERIALS

... Discuss general safety and understand safety procedures used in the plumbing trade

- a) General
- b) Handling power tools and equipment
- c) Handling hot materials and torches

... To be able to identify tools used in the plumbing trade

... To be able to identify materials and fixtures used in plumbing systems

... To become familiar with the use and maintenance of tools used in the plumbing trade

... To become familiar with the use of blueprints and plumbing symbols

... To become familiar with cutting and joining of cast iron pipe and fittings

... To become familiar with the State Bldg. Const. Code

... To become familiar with cutting, threading and joining steel pipe and fittings

... Be able to cut, clean, and join copper tubing and fittings

... To be able to cut and join plastic pipe and fittings

... To become familiar with the maintenance and repair of plumbing systems

... To become familiar with The Builders Institute and its functions

... To become familiar with different types of heating

Safety glasses

- a) Use of safety glasses and/or goggles
- b) Wearing of proper clothing and shoes in lab
- c) Using electric drills, saws, threaders, etc.
- d) Use of caution in caulking (cast iron pipe)

... Demonstrate and practice safe plumbing methods

... Discuss blueprints

What is a print?
Why use it?

... Identify and find on a blueprint:

- Doors
- Windows
- Water closets
- Bath tub
- Sink and vents
- Shower
- Trap and waste valve
- Hot water lines
- Cold Water lines

... Make up materials list from prints, using architects scale and rule

... Layout drain line location using prints

... Determine size and length of drain line

... Identify types of cast iron pipe and fittings

... Discuss properties and uses of cast iron

... Measure and cut cast iron pipe

... Assemble and yarn cast iron pipe and fittings

... Melth caulking lead

... Test lead temperature

... Discuss and practice using

Safety goggles
Electric drills
Electric saws(Sawzall)
Extension cords(3 wire)
Threaders
Torches
Tanks
First-Aid Kit
Blueprints
Building plans
Dividers
Pencils
Rules
Architects scales
Paper
Graph paper
6 ft. folding rule
50 ft. and 100 ft. tape measures
Chalk
Mason line
Line level
Prints
Various lengths and sizes of cast iron pipe
Various cast iron fittings
Hammer
Chisel
Pipe cutter (cast iron)
Ratchet cutter
Scrap pieces 2"x4" and 2"x6"
Oakum
Yarning irons
Lead wool
Straight-edge
Level
Runner
Lead pot
Ladle
Furnace
Hood

Emergency
Power shut-off
Red "Panic" button
Grounding
Prints specifications (specs)
"Take-off"
Architects scale
Symbols
Isometric drawing
Orthographic drawing
Key
Sketch.
Lot line
Elevation
c = center line
Folding rule (Zig-Zag rule)
Tapes
"Tape-it-off"
Mason line
Building drain
Single hub
Double hub
I.D. (inside diameter)
Plumb-bob
Bell and spigot
Y's
T-Y's
Sweeps
1/8 bends
1/4 bends
Bald-piece
Extra-heavy
Service weight
Ratchet cutter
Supported
Formula for grade
 $F = L$
10d
Pitch 1/4" per foot
Offset irons
260 F.P.M.

General Safety Rules

State Building Construction Code applicable to plumbing

World of Construction; Home and Building Maintenance, McKnight

Plumbers and Steamfitters Guides, Audel

Mathematics for Plumbers and Steamfitters Delmar Publishers

Blueprint Reading and Sketching, Plumbing Trades, Delmar

Related Information
Plumbing - 1, Delmar

Related Information
Plumbing - 2, Delmar

Measure-Up Workbook
Fearon

Occupational Outlook
Handbook

Occupational Dictionary

Various Blueprints and Plans

FILMS - AND FILMSTRIPS
General Shop Safety, BOCES
It Didn't Have to happen, BOCES

Following are all provided by
The National Association of
Plumbing-Heating-Cooling Contractors
1016 20th Street, N.W.

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIESNEW TERMINOLOGY
MATHTEXT, WORKBOOKS
OTHER MATERIALS

oakum, caulking lead, lead wool, cement and plastic fillers

... Pour lead, caulk and dressup joints

... Discuss use and purpose of house trap, vent and cleanouts

... Install clean-outs in cast iron waste line

... Discuss characteristics of various types of steel pipe and fittings

a) Weight

b) Wall thickness

c) I.D. and O.D.

d) Types of welds

... Measure, cut, and ream galvanized pipe according to job sheet specs.

... Thread and assemble pipe and fittings as detailed on sketch or specs.

... Discuss threading principle

a) Length of thread

b) Depth of thread

c) of thread

d) tight joint

... Discuss pipe and fittings measurements

a) O.D.

b) I.D.

c) End to end

d) End to center

e) Center to center

f) Face to face

g) Shoulder to shoulder

h) Fitting allowance

... Measure and cut copper tubing according to job sheets or specs. using proper tools

... Ream and clean tubing and fittings and assemble for soldering according to

Caulking lead

Lighter

Paper

Caulking irons

Cast iron house traps

Vent caps

Fresh air inlet plates

Cast iron clean-outs - in-

verted and surface

Balck pipe

Galvanized pipe

Wrought fittings

Cast fittings

Drainage fittings

Vises

Cutters

Hacksaws

Reamers

Pipe threading machine

Drop-head ratchet threader

Cutting oil

Pipe wrenches

Teflon tape

Pipe dope

Tubing cutters

Copper tubing

Copper sweat fittings

Tubing reamers

Sandcloth

Steel wool

Soft tubing

Hard tubing

Right-angle drill

Sawzall

Brace-bit

Kdyhole saw

Nails

Straps

Striker

Solder

Flux

Propane torch

Prest-o-lite torch

Goss tank

Grade-fall

Pot

Furnace

Lead wool

Yarning

Caulking

Fillers

Striker

"Dress-up joints

Develop rhythm

Brittle-chips

C.I. (cast iron)

Mushroom cap

Fresh air inlet

Clean-outs

Inverted

Flush

Wall covers

Galvanized

Wrought

Drainage

Standard

Extra-heavy

Double extra heavy

Tri-stand vise

Yoke vise

Chain vise

4-wheel cutter

3-wheel cutter

"Shoulder" of fitting

"Throat" of fitting

Back of fitting

Face of fitting

c of fitting

c to c

E. to E. (end to end)

E. to c

Spiral reamer

Sulphur oil

Taper thread

Water tight

Rigid oiler

Teflon tape

Pipe dope

Washington, D.C., 20036

Sewers-Guardian of Community Health

Modern Pipe for Modern Living

Piping Safety

Wrought Iron-Yesterday, Today Tomorrow

Life Lines of Your Community

Pipe Schemes

Loop and Circuit

Venting in the Plumbing Sys-

tem

Toward a Uniform

Plumbing Code

A Drink for Judy

Safe Water in the Home

Designs for Better Living

The Fluid of Life

Pipeline to the Clouds

The Ominous Arms Case

The Anatomy of a City

Modern Sewers for Modern

Communities

Municipal Sewage Treatment

Processes

Following films available

through Modern Talking Picture

Co.

23-23 New Hyde Park

New Hyde Park, N.Y.

Underground Study of Natural

Gas

These are My People Constant

Search Impact

Search for Total Comfort

Energy on the Move

This is Steel

The Toughest Inch

Piping Pointers

Choosing the Right Valve

PAMPHLETS

American-Standard Co.

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	job sheets and specs. ... Discuss use of different types of tubing and fittings ... Layout and cut waterline holes in wooden stud wall work stations ... Discuss and practice proper soldering techniques ... Discuss principles of soldering and various types of solder ... Solder tubing and fittings according to plan ... Discuss uses of plastic pipe and fittings ... Measure and cut plastic pipe according to job sheets ... Discuss and practice proper solvent welding techniques ... Ream and pre-fit plastic pipe and fittings according to job sheet ... Discuss principles of solvent welding ... Solvent weld plastic pipe and fitting according to job sheet ... Pressure test waste and water lines ... Set and check-out fixtures for proper operation ... Discuss purpose and use of traps and trap seal ... Display and discuss use of maintenance and repair tools ... Determine location of stoppage and clear using proper cleaning tools ... Practice replacing washers in kitchen, sink, basin and bathtub faucets ... Repair and reseat valves and faucets ... Replace faucets and valves	Caps Plugs Gauges Fittings Hoses Test pressure pump Sinks Basins Traps Valves Stops Supplies Nipples Seals Bolts Water closets Spud wrench Screwdrivers Plastic pipe (tubing) Plastic fittings Plastic pipe cutter Solvent cement Rigid plastic Coil plastic Solvent brushes Closet augers Snakes Rubber gloves Plungers Crescent wrenches Pliers Reseating tool Single lever faucet Washers o-rings Basin and bath faucets Seat wrenches Handle puller Flushometers Repair kits Ballcocks Float balls Rubber balls	Face of die Tee's Ell's Unions Nipples Male Thread Female thread Bull Plug Cap Bushing Reducing tee T-Y D-W-V K L M Cast Wrought Street fitting Coil-soft Length-rigid Sawzall 60/40 solder 50/50 solder 40/60 solder 95/5 solder Prest-o-lite Goss tank Flux Propane Formula- 450 offset $1.41 \times \text{length of offset} =$ $o \text{ to } o \text{ measurement}$ Fitting allowance Monel seats Bibb screws Tape Neoprene Top-hat washers Cartridge Diaphragm Mushroom	Crane Co. Slant-fin Corp. Universal-Rundle Goulds Pump Deming Pump Delta Faucet Triangle Copper and Brass Nibco Co. Chase Lead Industries Builders Institute TEACHER MADE MATERIALS Plans and Prints Job sheets Information Sheets Transparencies Operation Sheets Builders Institute literature and reports

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIESNEW TERMINOLOGY
MATHTEXT, WORKBOOKS
OTHER MATERIALS

... Repair and/or replace flushometers and ballcocks
 ... Discuss winterizing summer homes (closed building)
 ... Discuss purpose and activities of Institute
 ... Make an estimate of the fixtures that should be replaced in your home

Sinks
 Bathtubs
 Showers
 Toilets
 Faucets

... Determine the cost (without labor) to put in new fixtures using teacher made ditto sheet

... Draw a typical septic tank and drainage system for a one family house and label the parts

... Determine the processes of a septic tank using the teacher made ditto

... Make a study of the sewage system in your home including checking all clean out plugs and traps. Complete teacher made ditto sheet

... Visit a hardware store and make a list of equipment available for sale or rent for cleaning stopped-up drains and repairing fixtures

... Using a teacher made ditto sheet make a layout of your home showing the position of the house, garage, shrubbery, sidewalks, and driveway. Lay out a sprinkler system to service the lawn and shrubbery

... Discuss and compare duties

Lift wires
 Guides
 Refill tubes
 Pamphlets
 Pay scale
 Union rates
 Baseboard
 Radiation
 Oilburner and controls
 Coal
 Filters
 Fire-o-matic valves
 Thermostats
 Cad-cell
 Stack switches
 Aquastats

Main seat
 By-pass valve
 Upper and lower chambers
 Draining
 Frost line
 Welfare fund
 Pension
 Vacation fund
 Annuity
 Builders Institute
 Radiation
 Filters
 Fire-o-matic
 Night-day thermostat
 Differential
 Degree-day
 Cad-cell
 Stack switch
 Aquastats
 Pressuretrols
 Delay-valves
 Plenum
 Return air
 Zoned
 Loop
 Main
 Thread engagement
 Make-up
 Copper-coated
 Heel-T
 Roughing-in
 Hydraulic
 Traps
 Stops
 Globe valve
 Gate valve
 Water closet
 Trap seal
 Adjustable wrench
 Monkey wrench
 Strap wrench
 Solvent-welding
 Rigid plastic

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	<p>and pay of following trade areas:</p> <p>Asbestos worker and Insulator Carpenters (In-shop Carpenters) Electricians Glaziers Laborers Operation Engineers Painters Plumbers</p> <p>... Discuss and compare advantages and disadvantages of the four basic types of fuels: oil, gas, coal</p> <p>... Display and discuss heating controls</p> <p>... Determine the type of heating system you have in your home</p> <p>Hot water Hot air Steam</p> <p>... Determine the most economical heating system to have using teacher made ditto sheet</p> <p>... Determine the cost of your monthly heating bill including the size of your house</p> <p>... Make a visit to a local construction site and complete teacher made questionnaire</p> <p>... Using the teacher made ditto sheets list as many blue print symbols as you can</p> <p>Carpentry Masonry Electrical Plumbing</p>		<p>Coil plastic Fusing Chemical reaction D.W.V. P.V.C. A.B.S. Pre-fit Expansion joint "Sound pipe" Stoppage Force-cups "Plumber's friend" Reseating tool O-rings Packings Seats 2-pipe Coil Tankless Vac-u-matic Convection Conduction Radiation Radiate heat Transference</p>	

Trade: Building Trades:

I. JOB TITLE: Electrician's Helper

II. JOB DUTIES:

- Assists electrician to install and repair electric wiring, fixtures, and equipment
- Measure, cut and bend wire and conduit
- Drills holes for wiring
- Assists in lifting, positioning, and fastening wiring, conduits, fixtures, receptacles, outlets and switches
- Performs minor repairs
- Maintains tools and equipment
- Keeps materials and supplies in order

III. WORKING CONDITIONS:

- Work inside and out under various climate conditions and materials
- Work alone or as part of a team
- Be exposed to dust, dirt, and grime from work site and materials

IV. JOB REQUIREMENTS:

- Must be physically fit, having full use of arms, legs, hands and fingers
- Be able to stand for long periods
- Be able to climb stairs and ladders
- Be able to lift and carry heavy loads
- Have good vision and be able to distinguish colors
- Be able to manipulate hand tools
- Be able to measure and compute amounts of materials for particular tasks

V. JOB CONDITIONS:

- May involve exposure to extreme weather conditions
- May require extended periods of work in confined spaces
- Working at considerable heights or below ground
- Work with others

VI. BASIC SKILLS AND KNOWLEDGE:

- Basic math for measuring and estimating
- Ability to follow instructions and adhere to procedures
- Must be able to work to prescribed standards
- Manual dexterity for use of hand tools

VII. JOB PRACTICE:

- In shop installations in conjunction with other trades
- Visits to job sites, materials manufacturers

VIII. ACADEMIC DEMANDS:

- Reading:** Be able to read and understand instructions
 - Identify kinds of materials by labels
 - Read materials lists, bills, and job orders
- Math:** Basic math for use of rulers and tape measures
 - Computing of lengths of wire and pipe
 - Estimating quantities
- Verbal:** Be able to communicate with fellow workers and supervisors
 - Describe procedures and specific problems

ADDITIONAL JOB INFORMATION:

- Employment prospects are always good
- Opportunity for self employment
- Construction electrical work is seasonal and dependent upon weather conditions
- Pay scale is one of the highest

IX. EVALUATION: As determined by teachers

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To become familiar with and understand safety procedures used in the Electrical Trade</p> <p>a) General</p> <p>b) Working "Live" wires and circuits</p> <p>c) Handling power tools and equipment</p> <p>d) Handling soldering iron torches, and guns</p> <p>e) Proper grounding</p> <p>... To be able to identify tools used in the electrical trade</p> <p>... To be able to identify materials and fixtures used in constructing electrical wiring systems</p> <p>... To become familiar with the use and maintenance of tools used in the electrical trade</p> <p>... To be able to identify the various types of outlet boxes used in the electrical trade</p> <p>... To become familiar with the principles and properties of electricity</p> <p>a) Ohm's Law</p> <p>b) Power Formula</p> <p>c) Magnetism</p> <p>d) Static Electricity</p> <p>... To become familiar with the use of blueprints and electrical symbols</p> <p>... To become familiar with the methods of cutting b-x cable</p> <p>... To become familiar with the methods of preparing and installing b-x cable</p> <p>... To become familiar with the uses and installation of Romex wire</p> <p>... To be able to construct</p>	<p>... Discuss general safety and use of safety glasses and/or safety goggles</p> <p>... Discuss safety procedures followed when working with "Live" wires</p> <p>... Discuss and explain the need for proper work clothing and shoes</p> <p>a) No loose clothing</p> <p>b) Rings, watches, chains, etc.</p> <p>... Discuss proper use and care of electric drills, saws, threaders, meters, etc.</p> <p>... Discuss, explain, and demonstrate the hazards of not grounding and/or the misuse of power equipment</p> <p>... Demonstrate, discuss and practice proper methods of handling and using soldering irons, torches and guns</p> <p>... Discuss and demonstrate how proper grounding eliminates shock hazard</p> <p>a) Ground fault interrupter</p> <p>... Using charts and texts identify the various types of outlet boxes; record information on teacher made ditto sheets</p> <p>... Select proper outlet boxes to fulfill requirements stated on job sheets</p> <p>... Mark locations and install selected boxes in walls and ceilings of work stations</p> <p>... Discuss and practice the application of Ohm's Law and the Power Formula</p> <p>a) Given any two (2) factors of Ohm's Law, calculate and record unknown on job sheet</p>	<p>Safety Glasses</p> <p>Safety Goggles</p> <p>Safety charts</p> <p>Rubber gloves</p> <p>Meters</p> <p>Ohm</p> <p>Volt</p> <p>Ampere</p> <p>Electric drills</p> <p>Right-angle drill</p> <p>Electric saws (sawzall)</p> <p>Extension cords (3 wire)</p> <p>Threaders</p> <p>Soldering irons</p> <p>Soldering torches</p> <p>Soldering guns</p> <p>First-aid Kit</p> <p>Ground fault Interrupters</p> <p>Grounded Outlets</p> <p>Ungrounded outlets</p> <p>B-X cable</p> <p>Romex wire</p> <p>Rubber "S" cord</p> <p>Lamp "Zip" cord</p> <p>Test light</p> <p>Pig-tail socket</p> <p>Fuses</p> <p>Fusetron</p> <p>Fusetat</p> <p>Wire size charts</p> <p>Outlet box chart and sample display</p> <p>Gem boxes</p> <p>Square boxes</p> <p>Octagon boxes</p> <p>Ceiling boxes</p> <p>Ganged gem boxes</p> <p>Handy boxes</p> <p>Joist and stud</p> <p>Mount boxes</p>	<p>"Live" - "Hot"</p> <p>Shock</p> <p>Circuit</p> <p>Meters</p> <p>Ohm</p> <p>Volt</p> <p>Ampere (Amp.)</p> <p>Emergency</p> <p>Power shut-off</p> <p>Red "Panic"</p> <p>Button</p> <p>Right-angle drill</p> <p>Grounding</p> <p>Shorts</p> <p>Grounds</p> <p>Short-circuit</p> <p>Code</p> <p>Ground fault</p> <p>Interrupter (G-F-I)</p> <p>"S" cord</p> <p>"Zip" cord</p> <p>National Electrical Code</p> <p>National Board of Fire Underwriters</p> <p>Underwriters</p> <p>Laboratory (U-L)</p> <p>Pig-tail</p> <p>Fuse</p> <p>Fusetron</p> <p>Fusetat</p> <p>Outlet boxes</p> <p>Gem</p> <p>Square</p> <p>Octagon</p> <p>Ceiling</p> <p>Ganged</p> <p>Handy</p> <p>Shallow</p> <p>Deep</p> <p>Joist mount</p>	<p>General Safety Rules</p> <p>National Electrical Code</p> <p>World of Construction</p> <p>Home and Building Maintenance</p> <p>McKnight</p> <p>Electric Trades, Delmar</p> <p>Practical Problems in Mathematics,</p> <p>Electrical Trades, Delmar</p> <p>Basic Mathematics for Electricity and Electronics, Bertrand D. Singer</p> <p>Handy Book of Practical Electricity, Audel</p> <p>A New Electric Library, Vol. I, Vol. III, and Vol. Vol. VII, Audel</p> <p>American Electrician's Handbook, McGraw-Hill</p> <p>Direct Current</p> <p>Fundamentals, Delmar</p> <p>Alternating Current</p> <p>Fundamentals; Delmar</p> <p>Interior Wiring and Estimating</p> <p>Amer. Tech. Soc.</p> <p>Hand Tools, Their Correct Use and Care, General Motors Corp.</p> <p>Basic Electrical Principles, McKnight</p> <p>Measure-up, Feron</p> <p>Occupational Outlook Handbook</p> <p>Occupational Dictionary</p> <p>Blueprint Reading for The Construction Trade, McGraw-Hill</p> <p>Electrical Trade</p> <p>Blueprint Reading and Sketching</p> <p>Delmar</p> <p>Building Trades Blueprint Reading and Sketching (Basic Course)</p>

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>electrical circuits (series and parallel)</p> <p>... To be able to identify types and sizes of wire used in the electrical trade</p> <p>... To become familiar with the different types and sizes of conduit and fittings</p> <p>a) Rigid</p> <p>b) Thinwall</p> <p>c) Flexible</p> <p>... To become familiar with the uses of the different types of conduit and fittings</p> <p>... To become familiar with the methods of cutting, threading and bending conduit</p> <p>... To become familiar with the installation of wire in conduit</p> <p>... To become familiar with the National Electric Code</p>	<p>... Given voltage of a circuit, record on a job sheet the following:</p> <p>a) Measure resistance and calculate amperage</p> <p>b) Measure amperage and calculate resistance</p> <p>... Using Power Formula, calculate and record on job sheet the following:</p> <p>a) Given wattage load and voltage, find amperage draw and record</p> <p>b) Given wattage load and amperage find voltage required</p> <p>... Demonstrate and discuss laws of magnetism</p> <p>a) Magnetic field by use of magnet, paper, and iron filings</p> <p>b) Construct electromagnet using nail and insulated wire</p> <p>c) Compare and record differences observed using electromagnet and permanent magnet</p> <p>... Using experiments, demonstrate and discuss effects of static electricity</p> <p>a) Van de Graff generator</p> <p>b) Rug and glass rod</p> <p>c) Pith balls</p> <p>... Discuss and use blueprints</p> <p>a) Locate and identify electrical symbols</p> <p>b) Find and record number of outlets in each room</p> <p>c) Make up material list from prints, using Architects scale and rule</p> <p>... Discuss and practice cutting b-x cable to length with hacksaw</p> <p>... Discuss and practice preparing</p>	<p>Screwdrivers</p> <p>Hammers</p> <p>Nails</p> <p>Pencils</p> <p>Rulers</p> <p>Staples</p> <p>Hand saws</p> <p>Paper</p> <p>Compass</p> <p>Iron-Fillings</p> <p>Magnets</p> <p>Insulated wire</p> <p>Solenoids</p> <p>Van de Graff generator</p> <p>Glass rods</p> <p>Pith balls</p> <p>Blueprints</p> <p>Building plans</p> <p>Sketches</p> <p>Dividers</p> <p>Architects scales</p> <p>Graph paper</p> <p>b-x cable</p> <p>Hacksaw</p> <p>Linesman pliers</p> <p>Diagonal cutting pliers</p> <p>Needle nose pliers</p> <p>Brace</p> <p>Wood bits</p> <p>Bells</p> <p>Pith buttons</p> <p>Wire</p> <p>Lights</p> <p>Switches</p> <p>Duplex outlets</p> <p>Romex</p> <p>Connectors</p> <p>Panels</p> <p>Rigid pipe</p> <p>Thin wall</p> <p>Greenfield</p> <p>Threaders</p> <p>Cutter</p>	<p>Stud mount</p> <p>Connectors</p> <p>Staples</p> <p>Ohm's Law</p> <p>$E=IR$</p> <p>Power Formula</p> <p>$P=IE$</p> <p>Voltage-Volt</p> <p>Ampere-Amp,</p> <p>Amperage</p> <p>Resistance</p> <p>Watt, Wattage</p> <p>Power</p> <p>Given</p> <p>Electric flow</p> <p>Magnetism</p> <p>Static electricity</p> <p>Magnetic field</p> <p>Electro-magnet</p> <p>Coils</p> <p>Windings</p> <p>North pole</p> <p>South pole</p> <p>Charge</p> <p>Attract-repel</p> <p>Iron-fillings</p> <p>Solenoids</p> <p>Permanent magnet</p> <p>Van de Graff generator</p> <p>Glass rods</p> <p>Pith balls</p> <p>Prints</p> <p>Specifications</p> <p>(Specs)</p> <p>Architects scale</p> <p>Symbols</p> <p>Isometric drawing</p> <p>Orthographic drawing</p> <p>Key</p> <p>Sketch</p> <p>Lot-line</p> <p>Elevation</p>	<p>Delmar</p> <p>FILMS AND FILMSTRIPS</p> <p>Coils and Electric</p> <p>Currents, Encyclopaedia</p> <p>Britannica</p> <p>Magnetic Effects of Electricity, Encyclopedia Britannica</p> <p>Saga of Safety Sam,</p> <p>BOCES</p> <p>A Safe Shop, BOCES</p> <p>Split Second to Disaster, BOCES</p> <p>It Didn't Have to Happen, BOCES</p> <p>Safety with Electricity, BOCES</p> <p>General Shop Safety, BOCES</p> <p>People Who Fix Things, BOCES</p> <p>A B C of Hand Tools, BOCES</p> <p>Primitive Pete, BOCES</p> <p>Turn a Handle-Filct a Switch, BOCES</p> <p>Mechanical Drawing I Shape and Design, BOCES</p> <p>What is Electricity?</p> <p>Westinghouse</p> <p>Principles of Electricity, General Electric</p> <p>Alternating Current, Castle Films</p> <p>Water Power</p> <p>Encyclopedia Britannica</p> <p>Series and Parallel</p> <p>Circuits, Encyclopedia Britannica</p> <p>Series and Parallel</p> <p>Circuits, Encyclopedia Britannica</p> <p>FIELD TRIPS</p> <p>Construction Sites</p> <p>(Commercial and Residential)</p> <p>Phelps-Dodge Co.,</p>

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	<p>b-x cable</p> <p>a) stripping insulation</p> <p>b) Installing anti-short bushing</p> <p>... Install b-x cable in work stations according to sketch</p> <p>a) Locate and drill holes using brace and bit</p> <p>b) Fish cable through holes and install in outlet boxes</p> <p>... Assemble materials needed to construct electrical circuits on panels</p> <p>a) Button and bell</p> <p>b) Bell and two buttons</p> <p>c) Two bells and one button</p> <p>d) Light controlled by single pole switch</p> <p>e) Duplex outlet and switch controlled light</p> <p>f) Light controlled duplex outlet</p> <p>g) Switch controlled duplex outlet</p> <p>... Discuss and practice cutting and preparing Romex wire</p> <p>a) Cutting to length</p> <p>b) Stripping insulation</p> <p>... Install Romex wire in work stations as job sheet indicates</p> <p>... Discuss uses of the types and sizes of electric wire</p> <p>... Examine and label different types and sizes of wire and complete teacher made ditto sheets</p> <p>... Determine the different types of lighting used in students' homes</p> <p>... List the different fixtures and outlets used in each room</p> <p>... Measure the amount of light given off by each light</p> <p>... Use a 12 or 14 wire and make</p>	<p>Reamer</p> <p>Benders</p> <p>Conduit</p> <p>Fittings</p> <p>Pipe wrenches</p> <p>Adjustable wrenches</p> <p>Cutting oil</p> <p>Fasteners</p> <p>T-W wire</p> <p>Fixture wire</p> <p>Building wire</p> <p>Cocknuts</p> <p>Bushings</p> <p>Threadless connectors</p> <p>B-X connectors</p> <p>Duplex connectors</p> <p>Angle connectors</p> <p>Conduit</p>	<p>o-center line</p> <p>Folding rule</p> <p>(Zig-Zag rule)</p> <p>b-x cable</p> <p>Diagonal cut</p> <p>Armor</p> <p>Anti-short bushing (Redcap)</p> <p>Linesman</p> <p>Diagonal</p> <p>Fixture nose</p> <p>Brace</p> <p>"Fish"</p> <p>12/2</p> <p>12/3</p> <p>14/2</p> <p>14/3</p> <p>Conduits</p> <p>Rigid (pipe)</p> <p>Thinwall (E.M.T.)</p> <p>Flexible (Greenfield)</p> <p>Cocknuts</p> <p>Bushings</p> <p>Threadless</p> <p>Connectors</p> <p>B-X Connectors</p> <p>Duplex connectors</p> <p>Angle connector</p> <p>Seamless</p> <p>T. & C.</p> <p>(thread and coupling)</p> <p>Snakes</p> <p>Tape</p> <p>"Pulling" wire</p> <p>"Feeding" wire</p> <p>T-W wire</p> <p>Building wire</p> <p>Fixture wire</p>	<p>Yonkers, New York</p> <p>Hudson Wire Works, Ossining, N.Y.</p> <p>PHAMPHLETS AND CHARTS</p> <p>General Electric</p> <p>Westinghouse Corp.</p> <p>Allen Bradley</p> <p>Grouse Hinds</p> <p>Square-D</p> <p>RACO</p> <p>Simpson Meters</p> <p>Triangle Wire Co.</p> <p>Lead Industries</p> <p>Hilto Fasteners</p> <p>Ramset</p> <p>Thomas and Betts Co.</p> <p>Honeywell</p> <p>Joslyn Mfg. & Supply Co.</p> <p>Bell Electric Co.</p> <p>Cerro Wire and Cable Co.</p> <p>Phelps-Dodge Wire Co.</p> <p>TEACHER MADE MATERIALS</p> <p>Plans and Prints</p> <p>Job Sheets</p> <p>Information Sheets</p> <p>Transparencies</p> <p>Operation Sheets</p>

COURSE: Building Trades 2

OCCUPATION: Electrician's Apprentice and Electrician's Helper

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	<p>a western union splice, branch tap, and a pigtail splice; solder the splices.</p> <p>... Construct a parallel and series circuit on panel board</p> <p>... Wire a one-bell circuit so that it is controlled by a one-push button</p> <p>... Wire a circuit so one push button will control a doorbell and another push button will control a buzzer</p> <p>... Make a circuit board connecting a single switch to a light</p> <p>... Make a circuit board connecting a single switch to an outlet</p>			

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BUILDING MAINTENANCE OCCUPATIONS

Trade: Building Maintenance

I. JOB TITLE: Maintenance Man, Building and Custodial Maintenance

II. JOB DUTIES:

- Perform minor plumbing repairs on faucets and toilet mechanisms and clean out clogged pipes and joints
- Perform minor carpentry work such as replacing or building shelves and cupboards; repairing or replacing window sashes and door knobs
- Perform minor electrical work such as replacing light bulbs, florescent lights, fuses and switches
- Perform minor plastering and painting work such as filling in cracks and holes, and repainting repaired areas
- Repair cracks and defects in cement floors, sidewalks and driveways and replacing broken tiles in bathrooms, kitchens, etc.
- Perform other tasks such as moving heavy furniture, laying rugs, shoveling snow
- Floor care for both resilient tile and wood including cleaning
- Cleaning such as washing windows and walls.

III. WORKING CONDITIONS:

- Work alone or around others in tenant apartments or in other inside areas of building
- Work outside in courtyard, driveway or sidewalk in all kinds of weather
- Be subject to falls from ladders or scaffolds or down shafts
- Be subject to strains from heavy lifting, cuts from sharp edges and shocks from electrical equipment

IV. JOB REQUIREMENTS:

- Be able to follow instructions and established procedures
- Move arms, hands and fingers skillfully in manipulating tools and materials
- Learn new methods and ideas easily
- Make decisions and use good judgement in handling emergencies
- Be able to stand and walk for long periods of time
- Have full use of arms, hands, and fingers
- Be able to turn, bend, stoop, kneel, crouch and move about easily to make repairs
- Be able to lift up to 100 pounds
- Have good vision and hearing (normal or corrected)
- Be able to distinguish colors
- May be required to work weekends and holidays
- Subject to call in emergencies

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Have ability to use hand tools
- Interest in basic construction

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Read, write and speak English sufficiently well to communicate with tenants and follow instructions
- Math: Should be able to measure and do basic arithmetic
- Verbal: Be able to communicate with tenants
- Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages:

2) Advantages:

3) *Training opportunities:* Start as a porter or general helper and complete on-the-job training of 1 year

IX. EVALUATION: *As determined by teachers*

HEALTH/MEDICAL, PERSONAL SERVICE OCCUPATIONS

OCCUPATIONAL READINESS CENTER

COURSE: HEALTH/MEDICAL, PERSONAL SERVICE OCCUPATIONS

UNITS:

First Quarter: Ward Clerk
Nurse Aide/Orderly
Orderly
Hospital Tray Girl
Hospital Housekeeper-Laundress
Day Care Center
L.P.N. (occupation reviewed with
selected students)
Home/Health Attendant
Personal Service Occupations
Hotel/Motel Housekeeping Aide
Institutional Housekeeper Aide

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

I. JOB TITLE: Ward Clerk

II. JOB DUTIES:

Prime - Answering telephones
Directing non-employee traffic
Serving as a receptionist

Others - Loading and unloading telelift not handled by S.P.D.
Returning telelift
Monitoring activities in solarium
Processing nursing unit maintenance
Problems to engineering
Turning charts for discharges
Calling transportation within hospital

ADMISSIONS:

Take admission on phone from the Admitting Office
Prepare name band and card for patient's bed
Make card for cardex
Prepare the chart
Keep bed chart up to date
Notify admitting of any bed changes

DISCHARGES:

Call in discharges to Admitting Office
Assemble chart and check for notes needed (after patient leaves)
Enter discharges on daily census sheet and daily report

REPORTS:

Enter admissions after patient is received on floor
Enter transfers to or from floor after transfer is made
Enter discharges on report after the patient has left the floor
Enter the name of the patient for Operating Room x-ray lab
Enter the time that the patient left for O.R. (Operating Room),
x-ray Lab and the time patient returned.

DAILY CENSUS SHEET:

Enter admissions, transfers, discharges after they have been executed
Put name card on chart holder

III. WORKING CONDITIONS:

Work weekends, holidays, evenings and rotating shifts

IV. JOB REQUIREMENTS:

Be 17 years of age
Minimum of 8th grade education
Undergo medical examination
Have good vision and hearing (normal or corrected)
Have good physical and mental health
Be able to distinguish colors

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE

Pay attention to detail and follow instructions carefully
Be able to work under pressure
Be willing to follow prescribed procedures carefully
Be accurate in record keeping

Be willing to work under close supervision and to perform a variety of routine tasks.

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must have good reading skills to record/read charts, etc.

Math: Must be able to compute accurately. Should know four processes of math

*Verbal: Must be able to understand instructions and communicate with hospital personnel.
Must have good telephone skills*

Written: Must have good clerical skills in order to file, record etc.

ADDITIONAL JOB INFORMATION:

1. Disadvantages: May have to work weekends, holidays, nights, and rotating shifts.

*2. Advantages: Good employment outlook
Good fringe benefits
Good salary/compensates with training*

3. Training Opportunities: On the job/Vocational Schools

IX. EVALUATION:

As determined by team of teachers

In hospital determined by supervisor in charge

COURSE: Health/Medical Occupations

OCCUPATION: Ward Clerk

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<p>... To understand the role of the Ward Clerk as part of the Nursing Team</p> <p>... To be aware of hospital terminology and routine</p> <p>... To be aware of hospital policy and procedure</p> <p>... To understand the importance of hospital ethics</p> <p>... To be able to communicate verbally with hospital personnel and visitors</p> <p>... To be able to perform clerical and related duties</p>	<p>... Discuss role of the Ward Clerk</p> <p>... Discuss hospital terminology and routine</p> <p>... Discuss hospital policy and procedure</p> <p>... Discuss the importance of hospital ethics</p> <p>... Communicate by telephone and role playing</p> <p>Calling departments within hospital</p> <p>Locating doctors and nurses</p> <p>Answering telephone and directing calls</p> <p>... Prepare name band, name cards for patient, prepare chart, enter discharges on daily census sheet, enter admissions, distribute mail to patients, copy time slips, daily weekly, prepare passes for patient and keep bed chart up to date</p>	<p>Census sheets</p> <p>Telephone</p> <p>Hospital charts</p> <p>Telelift</p>	<p>VOCABULARY</p> <p>Admitting Office</p> <p>Cardex</p> <p>Daily Census Sheet</p> <p>Daily log</p> <p>Confidential</p> <p>Intensive Care</p> <p>Unit - I.C.U.</p> <p>Operating Room</p> <p>Coronary Care Unit</p> <p>C.C.U.</p> <p>Business Office</p> <p>Medical Floor</p> <p>Surgical</p> <p>Orthopedic</p> <p>Geriatric</p> <p>Psychiatric</p> <p>Laboratory</p> <p>x-ray</p> <p>Admitting Office</p> <p>Emergency Room</p> <p>Recovery Room</p> <p>Morgue</p> <p>Autopsy</p> <p>Diet Kitchen</p> <p>Obstetrics</p> <p>Inhalation</p> <p>Therapy</p> <p>Pediatrics</p>	<p>"Being A Nursing Aide"</p> <p>Hospital Research and Ed. Trust</p> <p>Teacher Made Materials</p> <p>...Diagrams</p> <p>...Outlines</p> <p>...Worksheets</p>

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Trade: Health/Medical Occupations

I. JOB TITLE: Nurse's Aide

II. JOB DUTIES:

Answering signal lights to ascertain the patient's needs
Bed making: closed, open, occupied and post-operative beds
Bathing the patient: Bed bath, tub, shower and sitz bath
Dressing and undressing patients
Assisting with feeding the patient necessary
Being responsible for passing extra nourishment and fresh water
Moving and transporting patients
Positioning the patient properly
Providing comfort devices for the patient as instructed (Lambs wool, protective pads, air mattress, water bed)
Assisting with oral hygiene
Giving back rubs and change linen as necessary
Recording fluid intake and output
Taking and recording temperature, pulse and respiration
Giving enemas: oil, tap water and fleets
Collecting urine and stool specimen
Collecting, testing diabetic urines and recording the results
Giving and removing bedpans and urinals
Assisting patients in and out of bed
Assisting with pre-operative care
Shaving local skin areas pre-operatively
Assisting with post-mortem care

III. WORKING CONDITIONS:

Work in a hospital environment
Be aware of the realities and responsibilities of clinical experience
To be prompt, dependable and have good attendance
Most jobs require some work on Saturdays, Sundays, holidays, evenings and rotating shifts

IV. JOB REQUIREMENTS:

Read, write and speak English
Be 17 years of age or over
Minimum 8th grade education - High School preferred
Pass a medical examination
Have good vision and hearing
Ability to distinguish colors
May be finger printed according to the agency
Be able to read thermometers, timing devices and simple gauges

V. JOB CONDITIONS:

Determined by field trips, guest speakers, films and lectures

VI. BASIC SKILLS AND KNOWLEDGE:

Be empathetic and tactful in patient relationships
Be able to follow instructions and perform established procedures
Be prompt and report accurately all observations related to patient care

VII. JOB PRACTICE:

Laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read instructions, simple gauges, and thermometers

Math: Must be able to add, multiply, subtract, divide and work with simple fractions

Verbal: Must be able to communicate with patients, visitors, doctors and understand the instructions of team leader.

Written: Be able to record vital signs such as temperature, pulse and respiration

ADDITIONAL JOB INFORMATION:

1. **Disadvantages:** Work schedule and hours may vary from week to week
Shifts may rotate
Necessity of working nights, weekends and holidays
2. **Advantages:** Good fringe benefits
High demand for workers
3. **Training Opportunities:** On the job-Vocational schools

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<p>... To identify the Nurses Aide's responsibility to herself, patient and team</p> <p>... To be aware of basic human, anatomy and physiology</p> <p>... To be aware of forms of organisms</p> <p>... Understand the importance of cleanliness and asepsis in health care field</p> <p>... Learn how to make discharge pack</p> <p>... How to make closed bed</p> <p>... How to make open bed</p> <p>... How to make the occupied bed</p> <p>... How to make post-operative bed</p> <p>... Learn how to give patient a.m. care</p> <p>... To understand the importance of oral hygiene</p> <p>... To learn how to give patient bed pan</p> <p>... To learn how to give back rub</p> <p>... To learn how to give bed bath</p> <p>... To understand the importance of good body mechanics and safety precautions</p> <p>... To understand concept of vital signs</p> <p>... To understand the important aspects of the patients charts</p> <p>... To understand the importance of accuracy in measuring</p> <p>... To understand correct technique of weighing measuring the</p>	<p>... Classroom discussion, role-playing, viewing of films</p> <p>... Showing of films, pictures, charts and by teacher lecture</p> <p>... Listing and describing portals of entry</p> <p>... Handwashing</p> <p>... Cleaning of hospital units</p> <p>... Assembling linens</p> <p>... Making the bed</p> <p>... Making the open bed</p> <p>... (Demonstrate and practice) Making the occupied bed</p> <p>... Make the post operative bed</p> <p>... Wash patients' face and hands</p> <p>... Brushing the patients' teeth</p> <p>... Giving and removing the bed pan</p> <p>... Give back rub</p> <p>... Give bed bath, dressing and undressing patient</p> <p>... Correct posture for lifting. Moving patient up in bed, turning patient from side to side, assisting patient from bed to chair, assisting patient from bed to stretcher. Moving conscious and unconscious patient.</p> <p>Transporting patient</p> <p>... Demonstration and practice of correct procedure of reading and use of clinical thermometers</p> <p>... Demonstrate and practice charting temperature</p> <p>... Demonstrate and practice of counting and recording pulse and respiration</p> <p>... Learn parts of the charts and its significance</p>	<p>Film Strip</p> <p>Projector</p> <p>Cassette player</p> <p>Charts</p> <p>Mouth, nose, skin, rectum, vagina, ears</p> <p>Soap and warm water, paper towels, waste basket, lysol basin, newspaper, cleaning cloths</p> <p>Bedpan</p> <p>2 large sheets</p> <p>1 draw sheet</p> <p>Blanket</p> <p>Spread</p> <p>Pillow</p> <p>Pillowcase</p> <p>Towel, washcloth</p> <p>Hospital gown</p> <p>Daily Pack:</p> <p>2 large sheets</p> <p>1 draw sheet</p> <p>Pillowcase</p> <p>Towel, wash cloth and gown</p> <p>Linen - same as for open bed</p> <p>Wash basin</p> <p>Emesis basin, cup, toothpaste, toothbrush, mouth wash, water</p> <p>Bed pan, toilet tissue</p> <p>Lotion</p> <p>Basin, bath, blanket, screen, bathrobe, slippers</p> <p>Thermometers, oral and rectals</p>	<p>Appearance</p> <p>Ethics</p> <p>Maturity</p> <p>Emotions</p> <p>Self-Understanding</p> <p>Interpersonal relationships</p> <p>Religion</p> <p>Consideration</p> <p>Education</p> <p>Interaction</p> <p>Individuality</p> <p>Responsibility</p> <p>Tact</p> <p>Privacy</p> <p>Legality</p> <p>Adequate responses</p> <p>Skin</p> <p>Skeleton</p> <p>Digestive</p> <p>Muscular</p> <p>Nervous</p> <p>Respiratory</p> <p>Circulatory</p> <p>Endocrine</p> <p>Reproductive</p> <p>Germicide, Sterilize Asepsis, Disinfect, discharge, draw sheet, correct method, comfortable</p> <p>Occupied</p> <p>Post operative</p> <p>Stretcher</p> <p>Basin</p> <p>Oral hygiene</p>	<p>Filmstrip/Cassette Program</p> <p>Ethics for the Nursing Assistant</p> <p>Nursing Staff Oral Communications</p> <p>Maintaining A Clean Environment</p> <p>Careers in Health Services</p> <p>Parts 1 and 2</p> <p>Medical Asepsis</p> <p>Occupied Bed Making</p> <p>Bed Bath</p> <p>Observation and Charting</p> <p>Temperature, Pulse, Respiration</p> <p>Feeding the Patient</p> <p>Blood Pressure</p> <p>Admission & Discharge</p> <p>Lifting & Moving Patients</p> <p>Orientation: Joining The Health Care Team</p> <p>Transfer & Ambulation</p> <p>Pre-operative & Postoperative Care</p> <p>Positioning to Prevent Complications</p> <p>Respiratory System</p> <p>Skeletal & Muscular Systems</p> <p>Use of Patient Lifter</p> <p>Films - NYS Health Dept.</p> <p>Mrs. Reynolds Needs a Nurse</p> <p>Almost A Miracle</p> <p>Handwashing in Patient Care</p> <p>Nursery Sepsis</p> <p>View From The Mountain</p> <p>Sterilization Procedures For The Medical Office</p> <p>Children in the Hospital</p>

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<p>patient</p> <p>... To understand the importance of nutrition</p>	<p>... Demonstrate and practice measuring and recording Intake and Output. Adding amounts</p> <p>... Demonstrate and practice weighing, measuring the patient, recording results on chart</p> <p>... Demonstrate and practice feeding the helpless patient. Students will work in teams. The student patient will have her eyes covered with eye patches while being fed by student nurse.</p>	<p>thermometer holders</p> <p>Cotton balls</p> <p>Lubricant</p> <p>Watch with 2nd hand</p> <p>Pad and pencil</p> <p>Tissues</p> <p>Chart</p> <p>Calibrated</p> <p>Pitcher or cup</p> <p>Intake and output sheet</p> <p>Scale</p> <p>Menus</p> <p>Tray</p> <p>Dishes</p> <p>Flatware</p> <p>Food</p> <p>Glasses</p> <p>Napkins</p> <p>Straws</p> <p>Beverages</p>	<p>Emesis</p> <p>Feces, evacuate stool, void, defecate, urine</p> <p>Massage</p> <p>Rotary motion</p> <p>Circularion</p> <p>Bed sores</p> <p>Decupitus</p> <p>Pravacy, protecion, observe</p> <p>Posture</p> <p>Alignment</p> <p>Balance</p> <p>Strain</p> <p>Spine</p> <p>Assist</p> <p>Wheel chair</p> <p>Comatos</p> <p>Conscious</p> <p>Unconscious</p> <p>Alert</p> <p>Oriented</p> <p>Muscles</p> <p>Body mechanics</p> <p>Thermometer</p> <p>Vital signs</p> <p>Temperature</p> <p>Pulse</p> <p>Respiration</p> <p>Radial</p> <p>Variations</p> <p>Rectal</p> <p>Oral</p> <p>Quixillary</p>	<p>Fire and Your Hospital</p> <p>Cost of Hope</p> <p>Role of Nursing in Infection Control</p> <p>Bright Future</p> <p>Challange to Serve</p> <p>Diary of Connie McGregor</p> <p>I Am Joe's Heart</p> <p>Films-BOCES Library</p> <p>Hemo, the Magnificent</p> <p>About Your Body</p> <p>Parts I & II</p> <p>I Am Joe's Spine</p> <p>Digestion in our Bodies</p> <p>Heart, Lungs & Circulation</p> <p>Infectious Diseases</p> <p>Muscles & Bones of the Body</p> <p>Understanding Your Body</p> <p>The Incredible Voyage</p> <p>8mm Film Loops</p> <p>Lifting The Patient From & To Bed</p> <p>Bathing The Patient in Bed</p> <p>Parts I & 2</p> <p>Oral Hygiene - Patient Who Can Help</p> <p>Oral Hygiene - The Helpless Patient</p> <p>Lifting & Moving The Patient in Bed</p> <p>Bedmaking with Clean Linen</p> <p>Parts I & II</p> <p>Pressure Areas</p> <p>Teacher Made:</p> <p>1. Worksheets</p> <p>2. Outlines</p>

COURSE: Health/Medical Occupations

OCCUPATION: Nurse Aide/Orderly

NO. 2 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
			Quality Rate Inspiration Expiration Variations Discharge Admission Laboratory Physical Doctor's order sheet History Information Legality Graphic sheet Accurate Fluids Types Liquids Intake Output Calibrated Measure Weight pounds Inches Regular diet Soft Mechanical soft Low residue Diabetes diet Ulcer diet Salt-free diet Bland Dentures Dietician Liquids	3. Diagrams 4. Cassettes 5. Slides 6. Transparencies 7. Forms 8. Evaluation Materials
	153			154

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
155			Vitamins Protein Constipation Dehydration Clockwise	156

I. JOB TITLE: Orderly

II. JOB DUTIES:

- Take and record temperature, pulse and respiration
- Bathe patient (bed, tub, shower)
- Measure patients' fluid intake and output
- Collect routine specimens
- Apply hot and cold applications, compresses, ice packs, etc.
- Give enemas to selected patients
- Assist with physical examination, application and change of simple dressing, splints, casts
- Set up equipment such as oxygen, traction and portable x-ray
- Perform routine urine test for sugar and acetone
- Clean and sterilize instruments and equipment
- Assist patient to dress and undress and get in and out of bed
- Transport patient on invalid chairs or wheeled stretchers
- Apply restraints and side rails on bed
- Serve, carry and collect food trays, and assist in feeding patients
- Make and unmake beds
- Dispose of soiled linens
- Requisition, distribute, check and put away supplies

III. WORKING CONDITIONS:

- Working hours include Saturdays, Sundays and holidays, evenings and rotating shifts
- Work with and around others under usual hospital conditions
- Be subject to cuts from sharp instruments and infections from soiled materials
- Be exposed to occasional disagreeable odors and sights
- Be subject to strains from moving and lifting patients

IV. JOB REQUIREMENTS:

- Be 17 years of age
- Speak, read, and write English
- Minimum of 8th grade education
- Have recent, checkable references
- Be able to read simple gauges and timing devices
- Be fingerprinted
- Undergo medical examination (no extremes in weight)
- Be able to stand and walk about for long periods of time
- Be able to lift, push and pull patients from stretcher to the operating table
- Be able to handle instruments and equipment carefully
- Have good vision and hearing (normal and corrected)
- Be able to distinguish colors
- Have good physical and mental health

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Move arms, hands and fingers rapidly and accurately
- Learn and apply techniques of patient care
- Manipulate small objects
- Pay attention to detail and follow instructions carefully
- Have a desire to help others
- Be able to work under pressure
- Be sympathetic and tactful in dealing with patients and staff
- Be able to react quickly

Trade: Health/Medical Occupations

- Be willing to follow prescribed procedures carefully*
- Be willing to work under close supervision and to perform a variety of routine tasks*

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading:** *Must be able to read charts, thermometers, etc.*
- Math:** *Must be able to tell time, count accurately and know fractions and measurement.*
- Verbal:** *Must be able to understand instructions and communicate with patients.*
- Written:** *Be able to record vital signs such as temperature, pulse, etc.*

ADDITIONAL JOB INFORMATION:

- 1. Disadvantages:** *May have to work weekends, holidays, nights and rotation shifts .
Work involves unpleasant sights
Subject to strains from lifting patients
Work schedule and hours may vary from week to week*
- 2. Advantages:** *Good fringe benefits
High demand for workers.*
- 3. Training Opportunities:** *On the Job-Vocational Schools*

IX. EVALUATION: *As determined by team of teachers*

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<p>... To recognize the importance of desirable qualities in their relation with patients and others</p> <p>... To understand the role of the nurse's aide in the nursing team</p> <p>... To be aware of basic human anatomy</p> <p>... To be aware of diseases, infections, etc.</p> <p>... To identify items in a patient's unit</p> <p>... To recognize the importance of learning a patient's unit</p> <p>... To assemble the different hospital packs</p> <p>... To understand importance of Cleanliness in the health care institution</p> <p>... To be familiar with the principles of disinfection and sterilization</p> <p>... To understand the importance, correct procedure and times for washing hands</p> <p>... To be able to make a closed and open bed</p> <p>... To know how to lift, move and transport a patient</p> <p>... To become familiar with the correct procedure used to move a patient in bed</p> <p>... To be able to make the occupied bed</p> <p>... To be able to take and record a patient's temperature, pulse, and respiration</p>	<p>... See Ward Clerk</p> <p>... Demonstrate and practice:</p> <p>a) Correct posture for lifting</p> <p>b) Moving a patient up in bed</p> <p>c) Moving a patient from bed to stretcher</p> <p>d) Assisting patient from bed to chair</p> <p>e) Turning the patient</p> <p>... Practice moving the conscious patient</p> <p>... Practice moving the comatose</p> <p>... Practice making bed with patient in it</p> <p>... Reading a thermometer</p> <p>... Using a second hand on a watch</p> <p>... Counting pulse and respiration and recording on patient's chart</p> <p>... Taking and recording patient's temperature</p> <p>... Demonstration and practice giving a bed bath</p> <p>... Volunteer work in a hospital</p> <p>... Demonstration and practice in giving the bedpan</p> <p>... Demonstration and practice undressing and dressing</p> <p>... Demonstration and practice of a backrub</p> <p>... Demonstration and practice feeding the helpless patient</p>	<p>See Ward Clerk</p> <p>Stretcher</p> <p>Wheel Chair</p> <p>Robe</p> <p>Slippers</p> <p>Foot Stool</p> <p>Hamper</p> <p>Screen</p> <p>Thermometer</p> <p>Watch with Second hand</p> <p>Germicide</p> <p>Oversized thermometer</p> <p>Patient charts</p> <p>Pen</p> <p>Pencil</p> <p>Thermometer holder</p> <p>Basin with Warm Water(110)</p> <p>Soap</p> <p>Rubbing alcohol</p> <p>Lotion</p> <p>Bath powder</p> <p>Bath Blanket</p> <p>Toilet Articles</p> <p>Bedpan</p> <p>Toilet Paper</p> <p>Rolling Cart</p> <p>Pitchers</p> <p>Ice</p> <p>Water</p> <p>Scoops</p> <p>Straws</p> <p>Various measuring</p> <p>Tray</p> <p>Flatware</p> <p>Dishes</p> <p>Napkins</p> <p>Food</p> <p>Menus</p>	<p>See Ward Clerk</p> <p>Alignment</p> <p>Ambulatory</p> <p>Axillia</p> <p>Bed Sore</p> <p>Comatose</p> <p>Unconscious</p> <p>Coma</p> <p>Fracture</p> <p>Strain</p> <p>Posture</p> <p>Leverage</p> <p>Balance</p> <p>Precautions</p> <p>Sterile</p> <p>Mercury</p> <p>Rectal</p> <p>Oral</p> <p>Antiseptic</p> <p>Respiration</p> <p>Fever</p> <p>Temperature</p> <p>Pulse</p> <p>Inhalation</p> <p>Exhalation</p> <p>TPR</p> <p>Vital Signs</p> <p>Pendulous</p> <p>Umbilicus</p> <p>Defecate</p> <p>Feces</p> <p>Urine</p> <p>Incontinent</p> <p>Public</p> <p>Spinal Cord</p> <p>Circulation</p> <p>Dentures</p>	<p>See Ward Clerk</p> <p>Filmstrips & Cassettes</p> <p>Careers In Health Services</p> <p>Film Loops</p> <p>Lifting and Moving the Patient, Encyclopedia Britannica</p> <p>The Helpless Patient, Encyclopedia Britannica</p> <p>The Patient Who Can Help Encyclopedia Britannica</p> <p>The Occupied Bed Encyclopedia Britannica</p> <p>Bed Bath Encyclopedia Britannica</p> <p>Field Trips</p> <p>Westledge Nursing Facility</p> <p>Northern Westchester Hospital</p> <p>Putnam Community Hospital</p> <p>Guest Speakers</p> <p>Nurses</p>

COURSE: Health Medical Occupation

OCCUPATION: Orderly

NO. 3 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<ul style="list-style-type: none">... To understand normal and abnormal temperature, pulse and respiration... To understand the correct procedure for giving a bed bath... To be familiar with giving the bedpan... To become acquainted with the procedure for dressing/undressing the helpless patient... To understand how to give a backrub... To understand the correct procedure for distributing water and its importance.... To learn how to give morning and evening care... To become familiar with fluid measurement... To know how to feed the helpless patient	<ul style="list-style-type: none">... Role playing		<ul style="list-style-type: none">Circular MotionDehydration /ConstipationIntakeOutput <p>MATH</p> <ul style="list-style-type: none">FractionsDecimalsTimeMultiplication	

Trade: Health Medical Occupations

I. JOB TITLE: Hospital Tray Girl

II. JOB DUTIES:

Sets up trays for patients and may serve them
Lines trays up in proper order for delivery and pushes carts to
serving areas
May also help set up service counters in cafeteria's for hospital
personnel
May also do dishwashing
Preparing beverages
Clearing of trays
Cleaning table tops in patients' dining room
Performs any other duties which the cook or assistant cook may assign

III. WORKING CONDITIONS:

Work weekends, holidays and rotating shifts
Must be able to work under pressure if necessary
Must be able to work under close supervision
Handles utensils and table ware
Pushes and pulls food trays and carts
Stands and walks most of time on duty
Stoops, reaches for, lifts, and carries relatively light equipment and
materials

IV. JOB REQUIREMENTS:

Must be over 18 years of age to work in city hospitals
Must pass physical examination
Must have some high school education
A neat, clean appearance is required
Need courtesy and tact in dealing with patients
cooperation with other employees
Ability and willingness to perform repetitive tasks on a continuous basis
Some initiative and judgment involved in planning own work to meet meal
schedules
Works under close supervision
Performs duties which are well standardized

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Setting up trays and setting tables

VII. JOB PRACTICE:

Shop and laboratory experience ✓

VIII. ACADEMIC DEMANDS:

Reading: Be able to read a menu

Math: Be able to recognize numbers

Verbal: Be able to follow instructions

Written: Job duties do not require written communication

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Early hours
Different and rotating shifts

2) Advantages: Clean pleasant working conditions

3) Training Opportunities: On the Job

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

NO. 4

OCCUPATION: Hospital Tray Girl

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To become acquainted with the procedure used to prepare hospital trays	... Practice preparing various hospital trays ... Study and learn the four basic food groups ... Study and learn the six basic nutrients ... Study and learn what a soft, liquid, dietetic, salt free, and regular diet contain ... Choices of assignments for motivation, evaluation and acquiring additional knowledge and skills of the Tray Girl	Menus Trays Flatware China Glassware Napkins Scoops Food Plastic food Cardboard food Warming covers Tray covers	Table service Protein Vitamins Minerals Soft diet Liquid diet Regular diet Salt free diet Dietetic diet Fats Diet Calorie Carbohydrate	How to be a Nurse's Aide in a Nursing Home Dorothy Erickson Reese, H.E.W. Being a Nursing Aide Robert J. Brady Co. Marie Perrone, Practical Nurse, Lillian Lerner, Margaret Moller Manual for the Nurse's Aide Delmar SRA Brief-Tray Girl Being a Food Service Worker Hospital Research and Educational Trust Sample Hospital menus Teacher Made Materials Guest Speakers Nurses Field Trips Northern Westchester Hospital Mount Kisco Putnam Community Hospital Carmel Westledge Nursing Facility Charts 4 Basic Food Groups Family Circle

I. JOB TITLE: Hospital Housekeeper

II. JOB DUTIES:

- Check room for articles left
- Strip and make up beds
- Collect soiled towels and put out clean ones
- Remove shower curtain
- Clean medicine cabinets, shelves and mirror
- Shine faucets, scrub bathtub, put up new shower curtain, soap and glass.
- Scrub floor
- Empty wastebasket and ashtrays
- Remove soiled paper linings from drawers and closet shelves; replace with clean paper
- Vacuum rug
- Dust all furniture and furnishings

III. WORKING CONDITIONS:

- Pleasant, clean, rushed on occasion
- Saturday, Sunday and holiday work
- Stand, bend or stoop most of the time

IV. JOB REQUIREMENTS:

- Good use of English
- Neat and efficient appearance
- Pleasant personality
- No experience necessary
- Possible union membership

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- How to use vacuum cleaner
- How to wax wood furniture and clean painted baseboards
- How to make beds
- How to clean bathrooms

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read directions on various disinfectants, abrasives, deodorants, polishes and pesticides.

Math: Be able to compute quantities to determine proportions of various cleaning agents to water.

Verbal: Be able to follow instructions and communicate with fellow employees.

Written: Be able to complete a supply and repair sheet.

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work weekends and holidays.
May be exposed to unpleasant sights and odors

2) Advantages: Usually no evening shifts

May be promoted to head housekeeper or with some sewing background, to linen room repair.

3) Training opportunities: On the Job-Vocational Schools

IX. EVALUATION:

As determined by team of teachers.

COURSE: Health Medical Occupations

OCCUPATION: Hospital Housekeeper

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<p>... To become familiar with the procedure used to clean the different areas of the hospital</p> <p>... To understand the importance of cleanliness to eliminate rodents and other hospital pests</p>	<p>... Daily care of patient's room and bathroom</p> <p>... Daily care of halls, etc.</p> <p>... Choice of assignments for motivation, evaluation and acquiring additional knowledge and skills</p>	<p>Pail</p> <p>Mop</p> <p>Duster</p> <p>Dust mop</p> <p>Cleaning solutions</p> <p>Pesticides</p>	<p>Disinfectant</p> <p>Sterilize</p> <p>Germicide</p> <p>Antiseptic</p> <p>Pesticide</p> <p>Rodent</p>	<p>How to be a Nurse's Aide in a Nursing Home</p> <p>Dorothy Erickson Reese, H.E.W.</p> <p>Being a Nursing Aide</p> <p>Robert J. Brady Co.</p> <p>Manual for the Nurse's Aide</p> <p>Delmar</p> <p>Field Trips</p> <p>Northern Westchester Hospital, Mount Kisco</p> <p>Putnam Community Hospital</p> <p>Carmel</p> <p>Westledge Nursing Facility</p> <p>Teacher Made Materials</p> <p>Worksheets</p> <p>Forms</p> <p>Outlines</p> <p>Transparencies</p> <p>Film Strips & Cassettes</p> <p>Housekeeping Orientation</p> <p>Safety in Housekeeping</p> <p>Bacteria Control</p> <p>Hospital Floor Care</p> <p>Custodial Duties</p> <p>Hospital Carpet Care</p>

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Trade: Health/Medical Occupations

I. JOB TITLE: Hospital Laundress

II. JOB DUTIES:

Wash and dry clothes
Separate white from colored
Set water temperature, add detergent, disinfectants, bleaches
Time drying cycle
Keep accurate count of articles
Fold or send to ironers
Sort according to department
Marking items
Feeding items into the flat ironer

III. WORKING CONDITIONS:

On feet most of day
Work in hot area

IV. JOB REQUIREMENTS:

Health test required
Basic qualifications needed are speed, good co-ordination,
and manual dexterity
Some mechanical aptitude and ability
Physical strength and endurance

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: May be required to read directions and instructions

Math:

Verbal: Be able to follow directions

Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work in hot area
Work a 6 day week
Usually start early in the morning

2) Advantages: Part time work available

3) Training opportunities: On the Job-Vocational Schools

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupation

OCCUPATION: Hospital Laundress

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To be able to do hospital laundry	... Operate various machines used in doing laundry ... Practice by doing all laundry used in lab ... Choices of assignments for motivation, evaluation and acquiring additional knowledge and skills for the Laundress	Washing machine Dryer Mangle Detergent Bleach	Detergent	How to be a Nurse's Aide in a Nursing Home Dorothy Erickson Reese H.E.W. Being a Nursing Aide Robert J. Brady Co. Manual for the Nurse's Aide Delmar Field Trips Northern Westchester Hospital, Mount Kisco Putnam Community Hospital Carmel Westledge Nursing Facility Teacher Made Materials

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Trade: Health/Medical Occupations

I. JOB TITLE: Day Care Center Aide

H. JOB DUTIES:

Help children remove outer garments
Participate in games, read to children
Help with simple painting, drawing, handwork, songs and similar activities
Assist children in eating, resting and toileting
Help children develop habits of caring for own clothing and picking up and putting away toys and books
Maintain discipline
Serve food and regulate rest periods
Observe children for signs of illness, fatigue and over-stimulation
Keep records
Take children on short trips

III. WORKING CONDITIONS:

Work with and around children and other adults in well-lighted and ventilated play rooms.
Outdoors in restricted play areas during pleasant weather

IV. JOB REQUIREMENTS:

Be able to sit, stand and move around easily
Be free of any severe disfigurements
Have a pleasant speaking voice with no speech impediments
Pass chest x-ray examination given by Health Department
Have a driver's license

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

* Have full use of arms, legs, hand and fingers
Be able to distinguish colors
Read, write and speak English
Be able to assist in teaching children play and musical activities which contribute to their development

VII. JOB PRACTICE:

Shop and laboratory experience
Volunteers in nursery classes

VIII. ACADEMIC DEMANDS:

Reading: Able to read childrens' books
Able to read records and forms

Math: Time sheets and hourly rates

* Verbal: Able to communicate well with children and parents
Able to communicate with other workers

Written: Able to keep records and fill out forms

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Some children's behavior problems disrupt classwork and parents often fail to cooperate in remedying.
Physical work involved in lifting, etc. is often very tiring
- 2) Advantages: May receive good fringe benefits

Trade: Health/Medical Occupations

Working mothers may be able to work split shifts
Employment outlook is good

3) Training Opportunities: On the Job-Vocational Schools

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: Day Care Center Aide

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT. WORKBOOKS OTHER SUPPLIES
<p>... To understand the value of nursery school</p> <p>... To be aware of the needs and interests of the one to five year old</p> <p>... To understand the importance of the different activities in a Day Care Center</p> <p>... To become adapt at being aware of safety in the Day Care Center</p>	<p>... Plan the day by day activities of a Day Care Center and list them</p> <p>... Work in a Day Care Center program</p> <p>... Evaluate and improve the program</p> <p>... Selected students to act as volunteers in head start and kindergarten programs</p> <p>... Observe films, discuss and write an evaluation of them</p> <p>... Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and skills of the Day Care Center Aide</p> <p>... Observe filmstrips and complete teacher made dittos for each</p>	<p>Childrens toys</p> <p>Arts and crafts supplies</p> <p>a) paint</p> <p>b) paint brushes</p> <p>c) paper</p> <p>Outdoor play equipment</p> <p>Record player</p> <p>Records</p> <p>Film projector</p> <p>Childrens films</p> <p>Pre-school children</p>	<p>Constructive discipline</p> <p>Introvert</p> <p>Extrovert</p> <p>Peers</p> <p>Sibling</p> <p>Competition</p> <p>Motivation</p> <p>Incentive</p> <p>Flannel graph</p> <p>Jealous</p> <p>Development</p>	<p>The Developing Child</p> <p>Chas. A. Bennett Co.</p> <p>Living and Learning With Children, Houghton Mifflin Co.</p> <p>FILMS</p> <p>All of the following films are obtained from New York State Health Department:</p> <p>Safety on the Play Ground</p> <p>A.B.C. of Babysitting</p> <p>To a Babysitter You're in Charge</p> <p>The Toddlers Hours of Hazard</p> <p>Answering the Childs Why</p> <p>Children Growing Up With Other People</p> <p>Children Learning by Experience</p> <p>Children's Emotions</p> <p>Children's Play</p> <p>Tears of Children</p> <p>The Frustrating Fours and Fascinating Fives</p> <p>He Acts His Age</p> <p>Helping the Child Accept</p> <p>The Do's</p> <p>Shyness</p> <p>Helping the Child Accept</p> <p>The Don'ts</p> <p>Meal Time Can Be a Happy Time</p> <p>Principles of Development</p> <p>The Terrible Two's and Trusting Three's</p> <p>Understanding Children's Play</p> <p>Food As Children See It</p> <p>FILMSTRIPS</p> <p>All of the following are from</p>

COURSE: Health Medical Occupations

OCCUPATION: Day Care Center Aide

NO. 6 (Continued)

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER SUPPLIES

McGraw-Hill Book Co.:
Special Daytime Problems
Getting Acquainted
Keeping Children Safe
Keeping Children Happy
Selecting Children's Clothing
Selecting Children's Toys
Teaching Desirable Habits

FILMSTRIPS/CASSETTES
The Child Care Worker
Encyclopedia Britannica
Baby Sitting

FILMSTRIP/RECORD/BOOK
Understanding Your Child Ages
1-5
Keeping Children Safe
Keeping Children Happy
Special Daytime Problems
Getting Acquainted
Teaching Desirable Habits

FIELD TRIPS
Nursery Schools
Elementary Schools
B.O.C.E.S. Professional Library-
Arts and Crafts Books

Teacher Made Materials
Arts & Craft Projects
Forms
Transparencies
Worksheets
Evaluation Materials

173

179

I. JOB TITLE: L.P.N.

II. JOB DUTIES:

- Take and record temperature, pulse, respiration and blood pressure of patients
- Assist in bathing, walking and feeding patients
- Preparation and care of patients receiving specialized treatment by physician or registered nurse
- Preparation and care of equipment
- Give selected medications such as cathartics, aspirin, vitamins, insulin, and sedatives
- Give injections as prescribed
- Observe, record, and report patient's condition
- Application of simple dressings, hot and cold packs, ice bags
- Under supervision, keep patients recovering from anesthesia or receiving infusions under constant observation
- Notify physician or registered nurse of any changes or unusual reactions in patients
- Administer first aid measures in emergency situations

III. WORKING CONDITIONS:

- Work with and around others under usual hospital conditions
- Have to travel and work in homes under a variety of conditions in performing private duty care
- Be exposed to communicable diseases
- Be subject to possibility of cuts from instruments, burns from sterilizers and infections from soiled materials
- Be exposed to disagreeable odors and unpleasant sights
- Be subject to possible strains from moving and lifting patients or equipment

IV. JOB REQUIREMENTS:

Meet the requirements for a New York State License as follows:

- Be able to pass aptitude test
- Be at least 18 years of age
- Be of good moral character
- Be a U.S. citizen or have entered the country legally as a permanent resident
- Have completed a course of study and hold a certificate of a school approved for licensing giving a course in this occupation of not less than 9 months
- Pass the New York State licensing examination
- Speak, read, and write English sufficiently well to absorb training, communicate with patients and staff
- Undergo medical examination and be fingerprinted prior to employment
- Have non-allergenic skin
- Have good vision hearing (normal or corrected)
- Be able to stand and walk for long periods of time
- Be able to lift and move patients to and from bed, with assistance
- Be able to handle delicate instruments and equipment
- Be able to distinguish colors
- Have good physical and mental health
- Be able to handle emergency situations
- Be able to work under supervision and perform a variety of routine tasks
- Be willing to follow prescribed procedures carefully and completely with realization that errors may have serious consequences for patients
- Be sympathetic and tactful in dealing with patients

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Learn and apply technical training

Move hands and fingers rapidly and accurately to manipulate small objects

Follow instructions and established procedures carefully

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read and understand scientific information

Math: Knowledge of measurement, time, temperature

Verbal: Be able to understand and communicate with staff and patients

Written: Be able to record and report on all aspects of the patient's condition

ADDITIONAL JOB INFORMATION:

1) *Disadvantages: Work on weekends, holidays and rotating shifts is often required.*

Exposure to communicable diseases

Possible strains from moving and lifting patients and equipment

2) *Advantages: Part time work is available*

May be employed in a variety of places such as hospitals, nursing homes, old age homes, private homes, etc.

Good fringe benefits

Uniform allowances, lodging and meals

3) *Training Opportunities: Schools approved by the state to issue licenses*

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: L.P.N. (Occupation Reviewed with Selected Students)

NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... See Nurse Aide	... See Nurse Aide	See Nurse Aide	See Nurse Aide	See Nurse Aide
182				183

I. JOB TITLE: Health Attendant

II. JOB DUTIES:

Change bed covers, wash and iron patient's laundry and clean the room
Buy food and prepare and serve meals for patients and other family members following diets
Assist patient into and out of bed or wheel chair
Assist patient up and down stairs
Assist patient and/or children in bathing and dressing
Massage patient and apply non-medical preparations and treatments such as liniment or alcohol rubs.
Take and record temperature, pulse and respiration rate under professional direction
Keep record of food intake and output
Accompany ambulatory patient outside home, serving as companion and aid
Entertain patient in such ways as reading aloud, playing cards or other games

III. WORKING CONDITIONS:

Travel to patient's homes in all kinds of weather
Be exposed to communicable diseases and infections from soiled materials
Be exposed to disagreeable odors and unpleasant sights
Be subjected to possible strains from lifting and moving

IV. JOB REQUIREMENTS:

18 years of age or over
Speak, read and write English sufficiently well to communicate with patient and family members, take phone messages and keep simple records
Be able to cook plain meals
Provide own uniform
be in good physical health

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Follow instructions in doing assigned work
Pay attention to details in planning daily schedule
Handle and manipulate household equipment
Be able to stand and walk for long periods of time
Be able to lift

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read instructions

Math: Must be able to tell time, count accurately, and know fractions and measurement

Verbal: Be able to communicate with patients

Written: Be able to keep records and write reports

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Many jobs are short-term and income is subject to wide fluctuations
Work hours include weekends, evenings and holidays
Work environment is often unpleasant

2) Advantages: Part time work available
May receive travel expenses, meals, lodging

3) Training Opportunities: Vocational Schools

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: Home Health Attendant

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT. WORKBOOKS OTHER SUPPLIES
... See Nurse Aide ... See Tray Girl ... See Hospital Housekeeper	... See Nurse Aide ... See Tray Girl ... See Hospital Housekeeper	See Nurse Aide See Tray Girl See Hospital Housekeeper	See Nurse Aide See Tray Girl See Hospital Housekeeper	See Nurse Aide See Tray Girl See Hospital Housekeeper
186				187

PERSONAL SERVICE OCCUPATIONS

I. JOB TITLE: Hotel/Motel Housekeeping Aide

II. JOB DUTIES:

- Remove trash and clean trash containers
- Remove used bed linens and towels and replace with clean ones
- Make bed using fresh linen
- Clean windows, mirrors, electrical cords, television screens, telephones, surfaces of furniture, walls, doors, ceiling, chairs, draperies
- Clean and disinfect bathroom vanities, basins, toilets, tubs and shower curtain
- Clean and disinfect bathroom surfaces and floors
- Vacuum and spot clean carpets
- Supply tissues, soap, glasses, matches, ashtrays
- Check Bibles, telephone books, writing materials and replace as needed
- Report items found which are left by guests
- Report repairs which may be needed in area
- Keep written reports on rooms as required by housekeeper
- Keep supply cart stocked

III. WORKING CONDITIONS:

- May require Saturdays, Sundays, holidays, split shifts
- Necessary to be tactful with guest

IV. JOB REQUIREMENTS:

- Be able to get along well with others
- Be healthy-physically strong
- Have basic reading and writing
- Be responsible, honest and dependable
- Be neat and clean in appearance
- Be mentally able to comprehend
- No experience necessary

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Be able to follow written directions in sequence
- Be able to communicate effectively with housekeeping personnel and guests
- Be aware of principals of hygiene and public health

VII. JOB PRACTICE:

- Laboratory/Simulated environment

VIII. ACADEMIC DEMANDS:

- Reading: Be able to read and follow simple directions

- Math: Be able to count

- Verbal: Report items found which are left by guests
- Communicate with guests and co-workers

- Written: Keep reports on rooms as required by the housekeeper

I. JOB TITLE: Institutional Housekeeping Aide
(Nursing Home/Hospital/Commercial Buildings)

II. JOB DUTIES:

- Empty ashtrays and waste paper baskets and reline the containers
- Dust surfaces of furniture in the room
- Dust and damp mop floors, in rooms and halls
- Vacuum rugs in rooms and halls
- Clean and disinfect bathroom
- Change linens and make beds as necessary
- Replenish toilet tissues, paper towels and soap

III. WORKING CONDITIONS:

- May be required to rotate and work on weekends, holidays and shifts
- Subject to infection
- Stand, bend or stoop most of the time

IV. JOB REQUIREMENTS:

- No experience necessary
- Be able to read and write
- Be healthy-physically strong
- Be neat and clean in physical appearance
- Be able to work under supervision

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Be able to follow written directions in sequence
- Be able to communicate effectively with fellow workers, personnel, patients and customers
- Be aware of the principles of hygiene and public health

VII. JOB PRACTICE:

- Laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Be able to read simple signs and directions
- Math: Be able to count
- Verbal: Be able to communicate effectively
- Written: Keep reports as requested by the housekeeper

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 1

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT SUPPLIES

NEW TERMINOLOGY MATH

TEXT, WORKBOOKS OTHER MATERIALS

... To be aware of factors effecting availability of employment.

... To understand the importance of preparation for work.

... To know where to seek information regarding work.

... To be aware of the changing roles of men and women in the world of work.

... To be aware of the benefits of regular employment to the individual.

... To develop a wholesome attitude toward work.

... To develop personal values

... To be aware of one's personal skills, competencies and talents as well as limitations.

... To be able to tell time accurately

... To be able to keep a weekly time card

... To be able to:

Tell time

Add and subtract hours

Add and subtract money

Figure gross and net pay.

Manipulate fractions

... Collect pictures, statistics and other information for bulletin board showing prosperous and destitute times in our history.

... Discuss history of changes in employee income level.

... Discuss job market demand for skilled workers and decrease in unskilled jobs.

... Discuss increase in part time and service-type jobs.

... Discuss shorter work week.

... Discuss increase of women in labor force.

... Discuss wider opportunity for trained workers.

... Discuss the change in society's attitude toward "men's jobs" and "women's jobs".

... Construct collages of:

What is important in my life today?

What will probably be important a year after graduation?

What will probably be important ten years after graduation?

What will probably be important at retirement

... Discuss collages:

Why important?

Teacher made charts

Scissors

Paste

Oak Tag

Teacher made vocabulary lists

Filmstrip projector

Screen

Teacher made math work sheets

Time

Money

Pay

Fractions

Budgeting

Film Projector

Messy motel room

Suitcase

Job application forms

Personality rating form

Personal habit rating form

Clean fresh uniform

Clean, well fitting shoes

Room pass key

"Do Not Disturb" sign

Hot water

Soap

Water

Paper Towels

Wastepaper basket

Chemical disinfectants

Warm water

Mops

Brushes

Cleaning cloths

Maids cart

Detergent

Cleaning solvent

Waxes

VOCABULARY

Employment

Skilled worker

Unskilled worker

Income

Job Market

Part-time

Service Type Jobs

Work Week

Labor Force

Living Standard

Automation

Personal Satisfaction

Financial Security

Independence

Self Respect

Employment Agency

N.Y.S. Employment Service

School Guidance Office

Chamber of Commerce

Want Ads

Social Security

Dependents

Previous Employment

Maintenance

Standards

Sanitation

Cleanliness

Facility

Motel Chain

Nursing Home

Retirement Community

Dormitories

Comfort

Service

Newspapers

Magazines

Social Security Application Forms

Chalkboard

Bulletin Board

FILMSTRIPS

(On Hand)

1. Paying Your Bills

2. Spending Your Money

3. Buying Insurance

4. Making Money Work For You

5. Borrowing Money

TEXT

Mathematics for Living, Book 2

Pruitt Press, Inc.

FILMS

Your Family Budget

Coronet Films

Why Budget?

McGraw-Hill

WORKBOOK

Application Form

F.E. Richard Pub. Company

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To be able to prepare a budget.</p> <p>... To be aware of the scope of this occupational field.</p> <p>... To be aware of the places that employ people for this type of work.</p> <p>... To understand the value of this work to guest, employer and self.</p> <p>... To understand the personal benefits of employment as a Hotel/Motel aide.</p> <p>... To be aware of the importance of house-keeping as a major function in hotels, motels and hospitals.</p> <p>... To be familiar with the duties assigned to the house-keeping department.</p> <p>... To understand the principles involved in the house-keeping duties.</p> <p>... To be aware of the qualification for employment as a hotel/motel aide.</p> <p>... To be aware of one's personality strengths and weaknesses.</p> <p>... To develop a plan to improve on personality weaknesses.</p> <p>... To develop good grooming habits.</p> <p>... To understand the principles of safety.</p>	<p>Are all equally important?</p> <p>Can we do without some?</p> <p>How can we attain the most important?</p> <p>... Give oral reports on some aspect of having vs. not having (ex):</p> <p>Personal knowledge of having or not having.</p> <p>Newspaper article.</p> <p>Ghetto crime.</p> <p>Welfare.</p> <p>... Discuss future:</p> <p>"Dreams" vs. reasonable expectations</p> <p>Fiction vs. Non-fiction</p> <p>TV vs. the real world</p> <p>... Speakers present information on employment and services offered by their organizations:</p> <p>N.Y.S. Employment Service</p> <p>Private Employment Agency.</p> <p>Chamber of Commerce</p> <p>Local newspaper</p> <p>Social Security Office</p> <p>... Fill out applications for Social Security cards.</p> <p>... Field trips to:</p> <p>N.Y.S. Employment Service Office</p> <p>Employment agency.</p> <p>Chamber of Commerce</p>	<p>Insect sprays</p> <p>Abrasives</p> <p>Folishes</p> <p>Bleaches</p> <p>Softeners</p> <p>Brooms</p> <p>Sponges</p> <p>Vacuum</p> <p>Dust mop</p> <p>Wet mop</p> <p>Dust cloths</p> <p>Brushes</p> <p>Scrub</p> <p>Radiator</p> <p>Toilet</p> <p>Stationery</p> <p>Sani-bags</p> <p>Menu</p> <p>Services directory</p> <p>Toilet seat band</p> <p>Laundry bags and lists</p> <p>Comment slips</p> <p>Tissues</p> <p>Matches</p> <p>Glasses</p> <p>Linens</p> <p>Toilet tissues</p> <p>Pail</p> <p>Language Master</p> <p>Language Master cards containing vocabulary words</p> <p>Job assignment sheets</p> <p>Pencils</p> <p>Supply cart</p> <p>Room supplies</p> <p>Maid's basket</p> <p>Spray detergent</p>	<p>Complaint</p> <p>Dismiss</p> <p>Manager</p> <p>Attitude</p> <p>Personnel</p> <p>Raise</p> <p>Self-respect</p> <p>Security</p> <p>Independence</p> <p>Self-support</p> <p>Fringe benefits</p> <p>Deductions</p> <p>Gross Pay</p> <p>Net Pay</p> <p>Hourly Rate</p> <p>Salary</p> <p>Residence</p> <p>References</p> <p>Social Security Number</p> <p>Marital Status</p> <p>Siblings</p> <p>Honesty</p> <p>Responsibility</p> <p>Courteous</p> <p>Orderliness</p> <p>Efficient</p> <p>Attitude</p> <p>Cooperative</p> <p>Tactful</p> <p>Willingness</p> <p>Dependable</p> <p>Promptness</p> <p>Appearance</p> <p>Stamina</p> <p>Alert</p> <p>Employer</p> <p>Employee</p>	<p>REFERENCES</p> <p>Hotel & Motel Housekeeping Aid</p> <p>U.S. Department of H.E.W., Office of Education</p> <p>TEXT</p> <p>Being A House-Keeping Aide</p> <p>Hospital Research and Educational Trust</p> <p>The Correct Maid for Hotels & Motels</p> <p>Ahrens Pub. Co.</p> <p>FILM STRIPS</p> <p>Housekeeping Safety</p> <p>Trained Corp.</p> <p>FILMS</p> <p>Safety in the Home</p> <p>N.Y.S. Dept. of Health</p> <p>Home Homicide</p> <p>N.Y.S. Dept. of Health</p> <p>First Aid Now Association Films</p>

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To be able to identify safety hazards.</p> <p>... To be aware of possible consequences of not rectifying hazardous conditions</p> <p>... To be aware of practices that help prevent accidents.</p> <p>... To use safe techniques in the use of cleaning supplies and equipment.</p> <p>... To understand that proper dress and grooming contribute to safety.</p> <p>... To be aware of the practices and habits that lessen the probability of accidents.</p> <p>... To be familiar with emergency procedures.</p> <p>... To understand the importance of starting the work day effectively.</p> <p>... To understand importance of good grooming.</p> <p>... To be able to follow the checkin procedure for work.</p> <p>... To understand the importance of extending friendly and courteous service to all guests.</p> <p>... To maintain a cooperative relationship with team members.</p> <p>... To understand the correct procedure for entering a room.</p> <p>... To understand the principles of sanitation and disinfection control.</p>	<p>... Practice telling time</p> <p>... Practice keeping weekly time cards.</p> <p>... Practice:</p> <p> Figuring time-hrs./mins.</p> <p> Adding hours</p> <p> Subtracting hours</p> <p> Adding money</p> <p> Subtracting money</p> <p> Figuring gross pay</p> <p> Figuring deductions</p> <p> Figuring net pay</p> <p> Working with fractions 1/2's and 1/4's</p> <p>... Discuss the why's and how's of budgeting.</p> <p>... Practice preparing budgets.</p> <p>... Discuss contribution of this work to the American way of life.</p> <p>... Discuss people who travel frequently as part of their job.</p> <p>... Discuss the similarity of employment in the following:</p> <p> Hotels</p> <p> Motels</p> <p> Hospitals</p> <p> Nursing Homes</p> <p> Children's Homes</p> <p> Retirement communities.</p> <p> Individual Homes</p> <p> Business establishments.</p> <p> Dormitories</p>	<p>Cleaner</p> <p>Spray disinfectant</p> <p>Bowl mop</p> <p>Air freshener</p> <p>Glass cleaner</p> <p>Printed supplies</p> <p>Envelopes</p> <p>Postcards</p> <p>Room service</p> <p>Telephone book</p> <p>Credit card applications</p> <p>Comment slips</p> <p>Bible</p> <p>Matches</p> <p>Ash trays</p> <p>Wrapped soap</p> <p>Sterilized</p> <p>Disposable</p> <p>Container for ice cubes</p> <p>Cleaning and dusting cloths</p> <p>Disposable bags</p> <p>Room inspection sheet</p> <p>Air conditioner</p> <p>Waste can</p> <p>Assignment sheet</p> <p>Beds</p> <p>Mattresses</p> <p>Fitted sheets</p> <p>Large sheets</p> <p>Bed pads</p> <p>Blankets</p> <p>Spreads</p> <p>Pillows</p> <p>Pillow cases</p> <p>Laundry bag</p> <p>Spring</p> <p>Soft cloths</p> <p>Cardboard</p>	<p>Experience</p> <p>Hazard</p> <p>Electrical</p> <p>Outlet</p> <p>Plug</p> <p>Unattended</p> <p>Accident</p> <p>Prevention</p> <p>Frayed</p> <p>Haste</p> <p>Cords</p> <p>Break</p> <p>Connection</p> <p>Work Habits</p> <p>Punctual</p> <p>Delay</p> <p>Telephone</p> <p>Daily</p> <p>Shower</p> <p>Bath</p> <p>Deodorant</p> <p>Personal</p> <p>Hygiene</p> <p>Uniform</p> <p>Routine</p> <p>Checking In</p> <p>Housekeeper</p> <p>House Rules</p> <p>Pass Key</p> <p>Linen Room</p> <p>Pleasant</p> <p>Appearance</p> <p>Courteous</p> <p>Cooperative</p> <p>Dependable</p> <p>Honest</p> <p>Lock</p> <p>Indicator</p>	<p>TEXTS</p> <p>The Correct Maid</p> <p>Hayden Pub. Co.</p> <p>FILM</p> <p>How To Be Well Groomed</p> <p>Univ. Missouri</p> <p>TEXT</p> <p>Teaching Desirable Habits</p> <p>McGraw-Hill Book Company</p> <p>TEXT</p> <p>Being a Housekeeping Aide</p> <p>FILMS</p> <p>Keep It Clean</p> <p>Huntington Labs, Inc.</p> <p>What Now?</p> <p>National Institute of Rug Cleaning, Inc.</p> <p>FILM STRIPS</p> <p>Bed Making Once Around</p> <p>Holiday Inn</p> <p>REFERENCES</p> <p>Housekeeping Manuel</p> <p>Holiday Inn</p>

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To be able to recognize area in need of cleaning</p> <p>... To be able to select and use supplies, tools, equipment and techniques appropriate to the cleaning task at hand.</p> <p>... To be able to properly clean a variety of surface areas and finishes.</p> <p>... To be able to improvise equipment for cleaning tasks as necessary.</p> <p>... To be able to change and make beds.</p> <p>... To know how to properly dispose of different types of rubbish.</p> <p>... To be aware of the frequency with which different housekeeping chores are to be done.</p> <p>... To be able to clean a guest room properly in a reasonable amount of time.</p> <p>... To be able to complete and/or read necessary forms and schedules.</p> <p>... To be aware of the need to control pests and rodents</p> <p>... To understand the proper procedure for stocking the supply cart.</p> <p>... To be able to inspect a room for "checkout" and "stay over".</p>	<p>... Question friend, relatives, teachers, etc. about stays in motels or hotels and give oral reports covering:</p> <p> Comfort</p> <p> Cleanliness</p> <p> Attitude of hotel personnel</p> <p> Things that please</p> <p> Things that displease</p> <p>... Role play guest being shown into a messy or poorly cleaned motel room.</p> <p>... Role play meeting between manager and maid discussing:</p> <p> Poor work.</p> <p> Good work</p> <p>... Discuss repeat business</p> <p>... Discuss how a good or bad experience could effect other motels in a chain.</p> <p>... Role play satisfied salesman leaving for another city after night's stay.</p> <p>... Role play dissatisfied salesman leaving for another city after night's stay.</p> <p>... Discuss:</p> <p> Security of employment</p> <p> Self-respect</p> <p> Independence of self support</p> <p> Job availability</p> <p> Salary</p>	<p>Polish</p> <p>Spray air freshener</p> <p>Abrasive cleanser</p> <p>Detergent solution</p> <p>Window cleaner</p> <p>Clean cloths</p> <p>Special tile cleaner</p> <p>Pail with sponge</p> <p>Clean water</p> <p>Stiff brush</p> <p>Rubber gloves</p> <p>Disinfectant</p> <p>Bowl brush</p> <p>Germicidal detergent and brush</p> <p>Sponge mop</p> <p>Bucket</p> <p>Spotting kit</p> <p>Club soda</p> <p>Clorothene</p> <p>Shampoo solution.</p> <p>Shallow inside pan</p> <p>Lamb's wool applicator</p> <p>Warm water towel</p> <p>Solvent-dry cleaning fluid</p> <p>Cold water, follow with ammonia</p> <p>Allow to dry, brush off with vacuum</p> <p>Scrape off, apply clorothene</p> <p>Vacuum cleaner attachments</p> <p>Dust pan</p> <p>Waste receptacle</p> <p>Newspapers</p> <p>Cleaning agent</p> <p>Wet mop bucket</p> <p>Two bucket dolly on casters</p>	<p>"Do Not Disturb"</p> <p>Sign</p> <p>Occupied</p> <p>Vacant</p> <p>Maid Occupant</p> <p>Habit</p> <p>Frequent</p> <p>Hand Washing</p> <p>Bacteria</p> <p>Germ</p> <p>Hygiene</p> <p>Clean</p> <p>Surface</p> <p>Sanitary</p> <p>Boiling</p> <p>Chemical Disinfectant</p> <p>Detergent</p> <p>Solvent</p> <p>Abrasives</p> <p>Bleach</p> <p>Softeners</p> <p>Stationery</p> <p>Sani-bags</p> <p>Disinfect</p> <p>Kitchenette</p> <p>Lavatory</p> <p>Patio</p> <p>Damp Mop</p> <p>Corridor</p> <p>Stripping</p> <p>Airing</p> <p>Verticle</p> <p>Horizontal</p> <p>Recommendations</p> <p>Occasionally</p> <p>Room Report</p>	<p>Let's Clean House</p> <p>Proctor & Gamble</p> <p>Helpful Hints for Shareton Maids</p> <p>Shareton Corp.</p> <p>Housekeeping for Hotels, Motels, Hospitals, Clubs, Schools</p> <p>Hayden Book Co.</p> <p>Motel Planning and Business Management</p> <p>W.C. Brown Co.</p> <p>Household Equipment Principles</p> <p>Prentice-Hall, Inc.</p> <p>FILM STRIPS</p> <p>By Trainex</p> <p>Housekeeping Orientation</p> <p>Custodial Duties</p> <p>Hospital Floor Care</p> <p>Hospital Carpet Care</p> <p>Equipment Cleanliness</p> <p>Housekeeping Manual</p> <p>Holiday Inn</p>

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To understand how to check a room for valuable items which may be left behind.</p> <p>... To be able to air a room properly.</p> <p>... To be able to remove trash and extra items and deposit them in their proper places.</p> <p>... To be able to fill out room report indicating condition of room.</p> <p>... To be able to prepare vacated rooms for new guests.</p> <p>... To be able to strip the bed of soiled linen.</p> <p>... To understand how to handle soiled linen.</p> <p>... To be able to make a bed using the "Once Around Method".</p> <p>... To be able to clean brass fixtures properly.</p> <p>... To understand the correct procedure for cleaning a bathroom.</p> <p>... To be able to properly clean the medicine cabinet, mirrors, light fixtures, wall tile.</p> <p>... To be able to clean and polish the tub and wash bowl.</p> <p>... To understand how to wipe the sliding glass doors</p>	<p>Fringe benefits</p> <p>... Take field trips to hotels, motels, nursing homes, hospitals, etc.</p> <p>... Discuss personal traits:</p> <p>Honest-dishonest</p> <p>Responsible-irresponsible</p> <p>Courteous-rude</p> <p>Orderliness-untidiness</p> <p>Efficient-incompetent</p> <p>Good attitude-poor attitude</p> <p>Cooperative-uncooperative</p> <p>Tactful-tactless</p> <p>Willingness-obstinace</p> <p>Dependable-undependable</p> <p>Promptness-tardiness</p> <p>Good appearance-disheveled</p> <p>Good health-poor health</p> <p>...Complete personality rating sheet and personal habit rating sheet.</p> <p>... Construct bulletin board of people groomed appropriately and in-appropriately for different activities such as:</p> <p>Applying for a job</p> <p>Work as a hotel/motel aide.</p> <p>... Set up criteria for proper grooming for different situations.</p>	<p>Liquid soap</p> <p>Vacuum for dry cleaning</p> <p>Cleaning pails</p> <p>Soluble alkalis</p> <p>Water emulsion</p> <p>Damp cloth</p> <p>Step ladder</p> <p>Pronged brush</p> <p>Magazines</p> <p>Room Service</p> <p>Bag</p> <p>Hangers</p>	<p>Double</p> <p>Single</p> <p>Vacancy</p> <p>Occupied</p> <p>Bible</p> <p>Menu</p> <p>Material</p> <p>Tissues</p> <p>Directory</p> <p>Wrapped</p> <p>Inspection</p> <p>Check Out</p> <p>Stay Over</p> <p>Found</p> <p>Valuable</p> <p>Items</p> <p>Jewelry</p> <p>Wallets</p> <p>Night Gown</p> <p>Bathrobe</p> <p>Slippers</p> <p>Windows</p> <p>Air Conditioner</p> <p>Filter</p> <p>Odors</p> <p>Stale</p> <p>Fresh Air</p> <p>Articles</p> <p>Trays</p> <p>Trash</p> <p>Bottles</p> <p>Disposable</p> <p>Room Report</p> <p>Light Bulbs</p> <p>Damage</p> <p>Missing Items</p> <p>Personal Articles</p>	<p>FILM STRIP</p> <p>Bed Making Once Around</p> <p>Holiday Inn</p> <p>FILM STRIPS</p> <p>By Trainex</p> <p>Hospital Floor Care</p> <p>Custodial Duties</p>

COURSE: Personal Services

NO. 6

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>or shower curtain properly.</p> <p>... To know how to clean inside of toilet bowl with a brush.</p> <p>... To know how to clean a toilet seat.</p> <p>... To know how to apply paper band on toilet seat indicating sanitary cleaning.</p> <p>... To know how to wash bathroom floor.</p> <p>... To understand care for carpets.</p> <p>... To know how to vacuum</p> <p>... To know how to spot clean carpets.</p> <p>... To understand, operate and care for a vacuum cleaner.</p> <p>... To understand how to dry mop a floor.</p> <p>... To understand how to wet mop a floor.</p> <p>... To understand the importance of caring for cleaning equipment.</p> <p>... To understand the importance of caring for and maintaining different types of floors.</p> <p>... To know how to apply liquid wax.</p> <p>... To understand how to dust.</p> <p>... To know how to dust venetian blinds.</p> <p>... To know how to replace missing room supplies.</p>	<p>... Evaluate one's own grooming habits and discuss them orally or in writing.</p> <p>... Select one or two grooming habits to work on at home for one week. Report on progress.</p> <p>... In room:</p> <p>... Turn on lights before entering darkened room.</p> <p>... Empty waste paper baskets by turning upside down over old newspapers.</p> <p>... Use good body mechanics to avoid back strain.</p> <p>... Use care in handling furniture to avoid splinters or cuts.</p> <p>... Discuss possible safety hazards in hotel or motel housekeeping situations.</p> <p>... Construct bulletin board of sketches, drawings and pictures of hazardous situations and accidents caused by same.</p> <p>... Give oral and written reports on newspaper articles about accidents caused by allowing hazardous situations to persist.</p> <p>... Discuss and illustrate:</p> <p> Inadequate lighting</p> <p> Hazardous furniture arrangement.</p> <p> Unmarked glass doors</p> <p> Dangerous floors or rugs</p>		<p>Soiled Linen</p> <p>Dangerous</p> <p>Handle</p> <p>Hazard</p> <p>Parasites.</p> <p>Germ</p> <p>Smooth</p> <p>Straighten</p> <p>Miter</p> <p>Corner</p> <p>Bed Spread</p> <p>Mattress</p> <p>Tucking</p> <p>Complete</p> <p>Edge</p> <p>Place</p> <p>Sheets</p> <p>Stack</p> <p>Cardboard</p> <p>Wipe</p> <p>Metal</p> <p>Apply</p> <p>Shine</p> <p>Uniformly</p> <p>Bathrooms</p> <p>Medicine Cabinet</p> <p>Mirrors</p> <p>Tile</p> <p>Bowl</p> <p>Abrasive</p> <p>Stiff</p> <p>Light Fixture</p> <p>Sanitary</p> <p>Agent</p> <p>Bucket</p> <p>Ammonia</p> <p>Clorothene</p> <p>Club Soda</p>	

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 7

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

Unsafe stairs
Slippery floors
Tripping and climbing hazards
Clutter
Faulty labeling
Frayed wires
Loose connections
Broken glass
Haste
Poor work habits
Carelessness
... Discuss ways of preventing accidents:
Practice self control
Safe working practices concerning electricity, glass, mobile units and cleaning supplies and equipment.
Use of good body mechanics
Use of step stools or ladders when needed.
Wiping up spills immediately.
Use of handles and knobs when opening and closing doors.
Emptying ash trays and waste baskets properly.
... Discuss, demonstrate and practice emergency procedures.
Survey situation.
Notify manager or supervisor.

Vacuum Cleaner
Performance
Light Weight
Heavy Duty
Electric Appliance
Plug
Bag
Removal
Brush
Clear
Floor
Bucket
Dolly
Caster
Synthetic
Detergent
Surface Soil
Detrimental
Agents
Abrasives
Grease
Oil
Acids
Strong
Alkaline
Dust
Proper
Protect
Finish
Remove
Improve
Appearance
Damp
Varnished
Surfaces
Polish
Frequently

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COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 8

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

Contact appropriate
specialized personnel
... Present case problems
involving accidents due to
poor work habits. Have
students discuss causes and
prevention.
... Through brainstorming
session compile a list of
safety hazards from within
building and students sug-
gest measures for elimin-
ating them.
... Discuss dress and groom-
ing practices as related to
safety.
 Unsafe shoes
 Restrictive garments
 Gaping pockets
 Flowing sleeves
 Loose, flying hair
... Construct bulletin board
featuring unsafe situations
due to improper clothing
or grooming. Use drawings,
magazine pictures, etc.
... Discussion
... Role playing
... Film strips
... Proper dress for work
... Demonstration and prac-
tice.
... Methods of checking in
... Role play various situa-
tions between team mem-
bers and between the aide
and the guest.

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Grain
Wood
Fold
Expose
Underside
Step Ladder
Insert
Lower
Full Length Slats
Fly Swatter
Hangers

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COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	<p>... Demonstrate and practice the correct procedure for entering the room.</p> <p>... Role play</p> <p>... Discuss, demonstrate and practice</p> <p>... Proper handwashing</p> <p>... Discuss, demonstrate and practice the care and cleaning of the following materials:</p> <ul style="list-style-type: none">FabricsPlasticPaperRubberLinoleumVinylMetalsGlassLeatherWood <p>... Include products, tools and equipment to be used and the methods for using them.</p> <p>... Discuss, demonstrate and practice the care and cleaning of the following finishes</p> <ul style="list-style-type: none">PorcelainVarnishShellacPaintStainWax <p>... Exhibit products used in cleaning.</p> <p>... Have individuals select</p>			

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COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 10

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

a product, read the label and tell class what the product is used for, what materials to use it on, how to use it, what precautions to use, etc.

... Exhibit tools used in cleaning and discuss their use.

... Take a field trip to store and make survey of cleaning products. Make notes of weight, cost and manufacturer's recommendations for using.

... Discuss different areas of institutions which are to be cleaned.

Sleeping rooms

Meeting rooms

Kitchenette

Offices

Laboratories and baths

Corridors

Stairways

Porches

Patios

... Compile lists of chores which are to be done daily, weekly and occasionally.

... Make a list of items on a properly loaded maid's cart.

... Discuss, demonstrate, and practice the proper sequence of procedures and methods of cleaning:

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 11

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

Guest room
Bathroom
Kitchenette
Meeting rooms
... List these procedures and methods and use as a study chart.
... From memory list steps in cleaning a guest room, sanitizing a bathroom, and cleaning kitchenette.
... Discuss, demonstrate and practice the use of "Do Not Disturb" sign.
... Teacher made job assignment sheets to be checked off by student at completion of job.
... Demonstrate and practice
... Discuss, demonstrate and practice inspecting a room for "checkout" and "stay over".
... Discuss and role play finding a valuable item left by guest.
... Discuss, demonstrate and practice airing a room.
... Practice proper method of handling waste:
 Small waste cans
 Bags
 Large trash containers
... Discuss, demonstrate and practice filling out room report.
... Discuss, demonstrate and

COURSE: Personal Services

NO. 12

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS
OTHER MATERIALS**

practice preparing vacated room for new guest.

... Discuss, demonstrate and practice stripping bed and disposing of soiled linen.

... Discuss, demonstrate and practice:

Returning lost items

Airing the room

Discarding magazines, newspapers, etc.

Reporting evidence of pests

Polishing wood

Cleaning lights

Removing spots and stains

Airing the bedding

Turning the mattress

Checking the drawers

Cleaning the closet

Gathering and replacing bath linen

Cleaning and disinfecting toilet, wash basin, tub, shower, soap dish and tooth brush holder.

Reporting damage or missing articles.

Checking the operation of windows, blinds, lights, TV, air conditioners, etc.

Emptying waste baskets

... Show film strip "Bed Making Once Around."

... Demonstrate and practice

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COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 13

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

correct procedure for making a bed "Once A-round".

... Discuss, demonstrate and practice cleaning brass fixtures.

... Discuss, demonstrate and practice the proper care of bathroom including walls floors and fixtures.

... Demonstrate and practice cleaning sliding glass doors, shower curtain, toilet bowl and seat, and bathroom floor.

... Demonstrate and practice applying paper band to toilet seat.

... Demonstrate and practice on different types of rugs.

... Rug or loop nylon
... Plush nylon

Acrylic loop plush

Wool loop plush

Level twist

Axminster wool

... Have students spot clean some common stains

Sugar drinks

Oil-grease-tar

Milk, blood

Pet stains

Mud

Candy and gum

... Demonstrate and practice removing and replacing bags in the cleaner,

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COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 14

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

how to use the attachments.

... Discuss, demonstrate and practice dust mopping a floor surface.

... Discuss, demonstrate and practice wet mopping a floor.

... Demonstrate and practice how to care for:

- Wax applicators
- Soft brushes

... Demonstrate and practice.

... Student will dust the following areas with treated cloth. Dust high places first.

Door

Closet

Head boards

Night stand

Telephone

Pictures

Air-conditioner

Patio rails

Window frame

Lamps

Television

Chairs

Desk

... Demonstrate and practice cleaning venetian blinds.

... Discuss, demonstrate and practice proper dusting methods.

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COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 15

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

High
Low
Verticle
Horizontal
... Discuss, demonstrate
and practice proper floor
care:
Vacuuming
Dust mopping
Damp mopping
Wet mopping
Stripping
Waxing
... Discuss, demonstrate
and practice proper
methods of cleaning win-
dows and mirrors.
... Discuss, demonstrate
and practice role playing
the proper way to enter
guests room.
... Define vocabulary
words on teacher made
sheets.
... Review vocabulary
words orally.
... Use Language Master
to review vocabulary
words.
... Take field trips to:
Motel
Hotel
Nursing
Children's Home
Hospital
... Introduce, show and
discuss appropriate films

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 16

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS
OTHER MATERIALS**

and film strips.
... Practice completing room and job assignment forms.
... Practice reading work schedules, occupancy forecast sheets, staff assignment sheets, room inspection form.
... Demonstrate and practice.
... Replace room supplies in the following places.
A. Night stand
Ash, tray & matches
Telephone directory
B. Table
Bible
Current Inn Magazine
Current Inn Directory
C. Desk - on top
Credit Card
Applications
Comment slip
Ash Tray & Matches
D. Desk - in drawers
Fly swatter
Sani-bags
Room service menu
Directory of services
1 "Do Not Disturb" sign
Stationery bag containing 4 pieces stationery, 2 envelopes,

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 17

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS
OTHER MATERIALS**

2 post cards.
E. Closet
Laundry bag with
lists
Correct number of
hangers

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FOOD TRADES

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OCCUPATIONAL READINESS CENTER

COURSE: FOOD TRADES

UNITS:

First Quarter: Sandwich Maker
Salad Maker
Beverage Maker
Dishwasher (See Potwasher)
Counterperson, Short Order Cook
Cashier
Cook/Chef
Cafeteria Worker-Steamtable Worker
Waiter - Waitress
Baker and Baker's Helper
Kitchen Helper

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

Trade: Food

I. JOB TITLE: Sandwich Maker/Salad Maker

II. JOB DUTIES:

- Makes all fillings, spreads and sandwiches
- Prepares all ingredients for sandwich fillings and spreads
- Prepares and packages all sandwiches
- May prepare garnishes, such as cole slaw, for sandwiches
- Cleans work area and utensils used
- Keeps records of sandwiches prepared and served

III. WORKING CONDITIONS:

- Well lighted, ventilated work area
- Cooler area of kitchen to work in as minimum cooking area
- Standing, bending, lifting
- Work in relatively confined area
- Subject to cuts
- Rotating shifts, days off; holiday work

IV. JOB REQUIREMENTS:

- 18 years of age
- Some experience in food work helpful

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Quick efficient; hand/finger dexterity
- Hand-eye coordination
- Good memory
- Able to follow instructions

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Able to read printed menu, food lists, can and package labels
- Math: Simple math computations; number of slices of bread, number of sandwiches sold
- Verbal: Able to be adequately understood by co-workers
- Working knowledge of English so instructions may be understood
- Written:

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Weekend/holiday work
Rotating shifts and days off
Standing, walking, lifting during shift
Generally warm and noisy
- 2) Advantages: Steady, constant employment opportunities
Good chance of advancement, with additional training
Good employee benefits

- 3) Training opportunities: On the job Vocational/Trade Schools
Restaurant/hotel training schools
Armed forces

IX. EVALUATION: As determined by team of teachers

COURSE: Expl. Food Trades

OCCUPATION: Sandwich Maker

NO. 1

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To become familiar with various types of breads and rolls

... To become acquainted with different types of sandwiches

... To understand importance of sanitation and safety

... To make and serve sandwiches attractively

... To understand the need to wrap properly

... Make a simple sandwich

a) White bread

b) Rye bread

c) Pumpkinickel

d) Whole wheat

e) French, Italian

f) Hamburger and hot dog rolls

g) Hard rolls

h) Sandwich buns

... Sandwich variations

a) Salad type

b) Triple decker

c) Open

d) Grilled

e) Hot

f) Party type

... Wrapping of sandwiches

... Use and preparation of garnishes

... Working sandwich station during operation of restaurant/cafeteria

... Bulk sandwich making

... Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and skills in sandwich making

Cutting board

Knives

Bowls

Saran wrap or baggies

Breads/Rolls

Measuring utensils

Mixing spoons

Slicer

Scale

Sandwich fillings

(Cold cuts, salad fillings, etc.)

VOCABULARY

Mince

Dice

Chop

Cream

Slice

Grill

Garnish

Diagonal

Drug Store wrap

Whole wheat

Pumpnickel

Triple decker

Condiment

Contaminate

MATH

Fractions

Measuring-weight

scoop size, etc.

Quantity

Food Preparation
Our First Foods Book
McCall's Cook Book
Commercial Foods
Mathematics

FILMSTRIPS

Sandwiches,
Pepperidge Farms

FILMS

It Happens Every Day
Skill Counts at the Sandwich Counter

FIELD TRIPS

I.B.M.
Reader's Digest
McDonald's
Grandma's Pies

Teacher Made Materials

COURSE: Exploring Food Trades

OCCUPATION: Salad Maker

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To understand the importance of safety and sanitation</p> <p>... Identify the various types of salad greens</p> <p>... Know how to handle salad ingredients</p> <p>... Become acquainted with different types of salad dressings. Be able to identify and know when to use them</p> <p>... Be able to make all types of salads and know when to use them</p> <p>... To make and serve salads attractively</p> <p>... Know how to use garnishes</p>	<p>... Wash, section and store salad greens</p> <p>... Make a tossed salad</p> <p>... Prepare other salads using greens</p> <p>... Prepare salad bowls</p> <p>... Prepare salad plates</p> <p>... Prepare other types of salads</p> <p>a) Meat and egg salads</p> <p>b) Chef salad</p> <p>c) Vegetable salads</p> <p>d) Molded</p> <p>e) Fruit</p> <p>f) Frozen</p> <p>g) Salad fillings for sandwiches</p> <p>h) Fish salads</p> <p>... Prepare various salad dressings</p> <p>a) French</p> <p>b) Boiled</p> <p>c) Mayonnaise</p> <p>... Using salads as appetizer, main course, dessert, accompaniment</p> <p>... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills as a salad maker</p>	<p>Bowl</p> <p>Colendar</p> <p>Cutting board</p> <p>Knife</p> <p>Oil</p> <p>Vinegar</p> <p>Seasonings</p> <p>Measuring spoons</p> <p>Measuring cups</p> <p>Wooden spoon</p> <p>Scoops</p>	<p>VOCABULARY</p> <p>Chop</p> <p>Dice</p> <p>Mince</p> <p>Garnish</p> <p>Contaminate</p> <p>Shred</p> <p>Gelatin</p> <p>Colendar</p> <p>Strainer</p> <p>Boil</p> <p>Peel</p> <p>Pare</p> <p>Core</p> <p>Appetizer</p> <p>Chef salad</p> <p>Combination salad</p> <p>Cole slaw</p> <p>Waldorf salad</p> <p>Tossed salad</p> <p>Potato salad</p> <p>Macaroni salad</p> <p>Caesar salad</p> <p>Kinds of lettuce (bibb, romaine, etc.)</p> <p>Julienne</p> <p>Entree</p> <p>MATH</p> <p>Measuring</p> <p>Fractions</p>	<p>Food Preparation</p> <p>Our Second Foods Book</p> <p>Commercial Foods</p> <p>Mathematics</p> <p>FIELD TRIPS</p> <p>I.B.M. Kitchen</p> <p>Northern Westchester Hospital</p> <p>Charlie's K-Ranch</p> <p>Teacher Made Materials</p>

Trade: Food

I. JOB TITLE: Beverage Maker

II. JOB DUTIES:

- Prepare all hot beverages, supply the cold beverages and maintain beverage service area
- Prepares coffee, tea, hot chocolate, iced tea
- Fill beverage dispensers if used
- Pour juices and other liquids as instructed
- Insure sugar, cream, lemon containers filled
- Clean beverage area and equipment
- May help in other areas as needed
- May help in pantry area as needed

III. WORKING CONDITIONS:

- Well lighted, ventilated work area
- Cooler area of kitchen to work in as minimum cooking area
- Standing, bending, lifting
- Work in relatively confined area
- Subject to cuts
- Rotating shifts, days off; holiday work

IV. JOB REQUIREMENTS:

- Age: 18
- Uniform required and provided by employer

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Quick, efficient; hand/finger dexterity
- Good hand-eye coordination
- Good memory
- Able to follow instructions

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Able to read printed menu, food lists, can and package labels
- Math: Simple math computations; number of ounces, etc.
- Verbal: Able to be adequately understood by co-workers
- Written:

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Weekend/holiday work
Rotating shifts and days off
Standing, walking, lifting during shift
Generally warm and noisy
- 2) Advantages: Steady, constant employment opportunities
Good chance of advancement, with additional training
Good employee benefits as a full-time employee

- 3) Training opportunities: On the job Vocational/trade schools
Restaurant hotel training schools
Armed Forces

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Beverage Maker

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To be aware of safety</p> <p>... To make a good cup of coffee</p> <p>... To make iced coffee</p> <p>... To serve a cup of coffee</p> <p>... To make a good cup of tea</p> <p>... To make Hot chocolate and cocoa</p> <p>... To know proper procedure for making chocolate milk</p> <p>... To make punch</p> <p>... To garnish punch bowl</p> <p>... To make juices and cut fruits</p>	<p>... Make a pot of coffee</p> <p>a) Percolate</p> <p>b) Electric percolator</p> <p>c) Burns-o-matic</p> <p>d) Drip</p> <p>e) Urn</p> <p>... Make Iced coffee and tea</p> <p>a) Regular strength</p> <p>b) Double strength</p> <p>... Make a pot of tea using</p> <p>a) Loose tea</p> <p>b) Tea bags</p> <p>... Make old fashioned hot chocolate</p> <p>a) Sweetened cocoa</p> <p>b) Unsweetened cocoa</p> <p>c) Syrup</p> <p>... Make chocolate milk</p> <p>... Make punch</p> <p>... Make decorative molds for punch bowl</p> <p>... Reconstitute frozen juices</p> <p>... Choices of assignments for motivation, evaluation, and for acquiring additional knowledge and skills required of a beverage maker</p>	<p>Coffee pot</p> <p>Measuring cup</p> <p>Measuring spoon</p> <p>Coffee Cup</p> <p>Saucer</p> <p>Spoon</p> <p>Ice Cubes</p> <p>Sugar</p> <p>Cream</p> <p>Tea pot</p> <p>Pot to boil water</p> <p>Large glass</p> <p>Lemon</p> <p>Mixer</p> <p>Cocoa (sweetened and unsweetened)</p> <p>Syrup-chocolate</p> <p>Milk</p> <p>Cream</p>	<p>VOCABULARY</p> <p>Percolator</p> <p>Drip</p> <p>Sillex</p> <p>Grinds</p> <p>Filter</p> <p>Ground</p> <p>Sieve</p> <p>Stem (tube)</p> <p>Basket</p> <p>Lid-dome</p> <p>Steep</p> <p>Brew</p> <p>Scorch</p> <p>Skim milk</p> <p>Evaporated milk</p> <p>Condensed milk</p> <p>Powdered milk</p> <p>Sour milk</p> <p>Half and Half</p> <p>Non dairy</p> <p>MATH</p> <p>Measuring, liquid, dry, (instant, powdered)</p>	<p>McCalls Cook Book</p> <p>First Foods Book</p> <p>Teacher Made Materials</p>

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Trade: Food

I. JOB TITLE: Dishwasher/Potwasher

II. JOB DUTIES:

Responsible for washing and storing of all eating and serving dishes, silverware, glasses; washing and storing of all kitchen utensils and equipment
Scrapes, washes, rinses, dries, sorts and stacks dishes, glassware, silverware, trays, pots, pans and kitchen utensils
Uses soaps and detergents
May be required to operate dishwashing machine
May get and distribute supplies
Polish copper pots, pans and utensils and hang them on racks
May sweep and mop floors
May wash kitchen windows
Bus dishes
Remove garbage cans
Actual duties depend on the size of the operation
In large institutions dishwasher may only be required to do one job

III. WORKING CONDITIONS:

Work area hot and damp
Cannot be allergic to soap or detergents
Hands always wet, subject to cuts and scratches
Work weekends/holidays, split shifts, evenings
Rotating days off

IV. JOB REQUIREMENTS:

16 years of age with work permit
Must be able to lift heavy baskets of dishes
Must be able to stand for long periods of time

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

None other than ability to be able to get to work on time each day

VII. JOB PRACTICES:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: None
Math: None
Verbal: Be able to speak and comprehend the English language
Written: None

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Unpleasant working conditions
- 2) Advantages: Fair opportunity for part-time jobs
Employee benefits for full time employees
Meal allowance
Opportunity to be trained for more skilled job

3) Training opportunities: On the job

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Dishwasher/Potwasher

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to perform the duties of potwasher/dishwasher ... To be aware of the need for strict sanitary controls in the dish area	... Separate dishes, silver, glasses ... Wash dishes and pots in dishwashing area of kitchen ... Return dishes, silver trays utensils, etc. to proper area ... Wash pots and pans a) Soak b) Scour ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills as a dishwasher	Dishes Pots Glasses Trays Silver Cups Saucers Dishes Soda glasses Detergent Brillo Dish racks Silver containers Measuring spoon	Detergent Rinse Soak Scour Sterilize MATH Measuring-liquid, dry	FILMSTRIPS Dishwashing in a Hospital, Trainex Corp. FIELD TRIPS I.B.M. Kitchen Reader's Digest

Trade: Food

I. JOB TITLE: Counterperson

II. JOB DUTIES:

- Serves customers at a food counter
- Supplies customers with place settings
- Takes customers orders and repeats them to cook, orally or in writing
- Serves orders
- May prepare short orders on grill, make coffee, salads, sandwiches
- May prepare soft drinks, make milk shakes, ice cream sodas, etc.
- May cut cakes and pies
- May write checks, accept payment, issue change, use cash register
- Removes soiled dishes
- Keeps counter clean; work area and equipment as well
- May sweep floors.
- May wash or bus dishes
- May also sell candy, cigarettes, cigars, newspapers, magazines

III. WORKING CONDITIONS:

- Stand in warm, humid conditions in spite of ventilation
- Work under heavy pressure during meal hours
- Must move rapidly most of the time
- Work weekends/holidays/evenings/irregular hours
- Rotating days off

IV. JOB REQUIREMENTS:

- 16 years of age with work permit

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Interest in food preparation
- Desire to serve others
- Change making ability
- Quick and efficient; good manual dexterity
- Basic food preparation skills

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Able to read and comprehend menus, recipes, instructions, package labels
- Math: Able to perform basic math computations
 - Recognize numbers for writing on saleschecks
 - Able to make change
- Verbal: Able to understand co-workers and customers and be understood by them
 - Communication between counterperson and cook essential
- Written: Able to write saleschecks so that customers and co-workers can read them

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Rotating shifts, working holidays/evenings/etc.
 - Hot, smelly working conditions
 - On feet most of working hours

ADDITIONAL JOB INFORMATION: (cont.)

- 2) Advantages: Chance for advancement
For parent split shifts provide work when child care is available
Constant demand for workers
Employee benefits for full time employees
Meals provided

- 3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by team of teachers

Trade: Food

I. JOB TITLE: Short Order Cook

II. JOB DUTIES:

- Grill, fry, broil or steam foods
- Carve meats
- Prepare salads
- Prepare sandwiches
- Fill orders from steam table
- Prepare beverages
- Prepare foods to be served throughout the day
- Serve meals to patrons at counter
- Take cash
- Order food
- Keep working area neat and orderly

III. WORKING CONDITIONS:

- Work alone or with others in kitchen or small area
- Be subject to possibility of burns and cuts
- Work area is often hot and smoky

IV. JOB REQUIREMENTS:

- Be free of apparent skin disease
- Be able to stand all day
- Have full use of arms, hands and fingers
- Have good vision and hearing (normal or corrected)
- Be able to move about quickly in a small area
- Have a keen sense of taste and smell
- Speak, read and write English
- Have had 1 to 3 months of on-the-job training or some cooking experience
- Be at least 18 years of age
- Obtain specific experience

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Be fast and accurate in taking and completing orders
- Be able to work under pressure
- Be able to pay attention to details
- Be willing to work with and around others
- Be willing to work in view of customers
- Be able to organize work rapidly
- Move fingers and hands rapidly and accurately
- Remember a large number of orders during lunch hours and other busy periods
- Learn theory and techniques of food preparation
- Work to prescribed standards

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Able to read recipes, labels, etc.
- Math: Able to make change, write saleschecks

Verbal: Able to communicate with customers and co-workers

Written: Able to write saleschecks

ADDITIONAL JOB INFORMATION:

1) **Disadvantages:** Limited advancement opportunities

Weekend and holiday work often required

Subject to burns and cuts

2) **Advantages:** Meals, uniforms, laundry provided

Paid holidays and sick leave

3) **Training opportunities:** On the job Vocational Schools

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Counter Person/Short Order Cook

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To become familiar with working conditions, skills and physical requirements of a counter worker</p> <p>... To know how to set a table</p> <p>... To be able to prepare all menu items</p> <p>... To learn how to take an order, tally check and make change.</p>	<p>... Make and serve sandwiches salads, beverages</p> <p>... Cut cakes and pies</p> <p>... Cook hamburgers, hot dogs eggs, pancakes, and french fried, grilled cheese, bacon</p> <p>... Place place mat, silverware, cup, plate in front of customer</p> <p>... Take orders from customer</p> <p>... Add check and make change</p> <p>... Total orders on cash register</p> <p>... Make change using "counting back" method</p> <p>... Write up orders</p> <p>... Make malted mild and milk shakes</p> <p>... Serve food across counter</p> <p>... Prepare Breakfast meats</p> <p> a) Sausage</p> <p> b) Bacon</p> <p> c) Ham</p> <p>... Prepare potatoes</p> <p> a) Hash brown</p> <p> b) Home fries</p> <p>... Prepare eggs</p> <p> a) Fried</p> <p> b) Poached</p> <p> c) Scrambled</p> <p> d) Omelet</p> <p>... Prepare Breads</p> <p> a) Pancakes</p> <p> b) Waffles</p> <p> c) French Toast</p> <p> d) Toast</p> <p> e) Muffins</p> <p> f) English Muffins</p> <p>... Prepare Cereals</p> <p> a) Hot</p> <p> b) Cold</p> <p>... Prepare juices</p> <p> Orange, grape, grapefruit, etc.</p>	<p>Bread</p> <p>Sandwich fillings</p> <p>Salad ingredients</p> <p>Coffee</p> <p>Cake</p> <p>Pies</p> <p>Eggs</p> <p>Pancake batter</p> <p>Hot dogs</p> <p>Hamburgers</p> <p>Place mats</p> <p>Knives</p> <p>Forks</p> <p>Spoons</p> <p>Plates</p> <p>Bowls</p> <p>Cups</p> <p>Saucers</p> <p>Cash register</p> <p>Sales slips</p> <p>Manus</p> <p>Spatula</p>	<p>MATH</p> <p>Addition</p> <p>Multiplication</p> <p>"Counting back" method</p> <p>VOCABULARY</p> <p>a la mode</p> <p>souffle</p>	<p>Food Preparation, McGraw, Hill</p> <p>Mathematics in Living Pruett Press</p> <p>Professional Restaurant Service, McGraw Hill</p> <p>Mathematics for Employment Mafex</p> <p>Commercial Foods Mathematics, Rutgers University</p> <p>FIELD TRIPS</p> <p>McDonalds</p> <p>Friendly's</p> <p>Jack-in-the-Box</p> <p>Teacher and student made materials</p>

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OCCUPATION: Counter Person/Short Order cook

NO. 5 (Continued)



ERIC
Full Text Provided by ERIC

Trade: Food

I. JOB TITLE: Cashier

II. JOB DUTIES:

Complete bills, itemized lists, tickets indicating amount due
Make change, cash checks and issue receipts to customers
Record amounts received and spent and prepare reports of transactions
Read and record totals on cash register and verify against cash on hand
Give cash refunds and issue credit slips
Operate ticket dispensing machine
Sell candy, gum and cigarettes
Issue trading stamps and wrap packages
Prepare cash and checks for bank deposits
Prepare sales tax reports, pay envelopes and charge slips

III. WORKING CONDITIONS:

Work indoors and around others
Work may be performed in small booths or enclosure or behind a counter
Be exposed to variations in temperature if work station is near entrance of establishment

IV. JOB REQUIREMENTS:

Move arms, hands and fingers quickly and accurately
Follow instructions and established procedure
Pay attention to details and avoid clerical errors
Pass pre-employment examination in arithmetic and clerical skills
Complete on-the-job training of 1 to 2 weeks
Tactful and courteous to customers
Able to work under pressure
Accuracy
Follow routine practices and do repetitious work
Be bondable

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Knowledge of cash register operation, knowledge of other machines desirable
Legible handwriting
Dexterity in setting up menu board

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read sales slips and menus

Math: Proficient in basic arithmetic

Operate cash register, make change

Verbal: Be able to communicate with customers and other employees

Written: Write charge slips and tally daily receipts

ADDITIONAL JOB INFORMATION:

- 1) **Disadvantages:** May have to work weekends, holidays and evenings.
Working quarters may be cramped
May have to work up cash shortages
- 2) **Advantages:** Employment is year-round
Part-time work may be available
- 3) **Training opportunities:** On the job

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Cashier

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be aware of working conditions, skills and requirements of job ... To become familiar with the cash register ... To be able to make change and issue receipts	... Use cash register to tally sales checks and add tax. Make change using "counting back" method ... "Open up" cash register with change fund ... "Close out" cash register with proof of cash ... Prepare menu board ... Choices of assignments for motivation, evaluation and acquiring additional knowledge and skills as a cashier	Cash register Sales slips, receipt Money Register tape Detail tape Money box Credit card machine Tax rate table	"Counting back" Checks Sales tax Credit card Starting Bank Clearing Money denominations Basic math	Commercial Foods Mathematics, Rutgers University Mathematics in Living Pruett Press Target Series, Mafex TRANSPARENCIES Credit card and sales slips, Teacher Made FIELD TRIPS Charlie's K-Ranch Grandma's Pies - Teacher Made Materials

Trade: Food

I. JOB TITLE: Chef/Cook

II. JOB DUTIES:

- Responsible for preparation and service of all food
- Responsible to restaurant manager
- Responsible for supervision of all kitchen staff
- May plan menus and consumption estimates; order necessary supplies
- May train cooks
- Create new recipes
- Know each job in the kitchen

III. WORKING CONDITIONS:

- Usually in well-lighted, well equipped, ventilated kitchens
- Usually has office or desk of his own
- During cooking and serving time kitchen may be hot and noisy
- Prone to burns and cuts
- Under pressure at peak serving times; must be able to cope with emergencies
- May work holidays/rotating shifts and days off
- Must stand for long periods of time

IV. JOB REQUIREMENTS:

- Experience might be a factor
- Possible union membership

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

- Interest in food preparation
- Creative talents
- Excellent memory
- Good manual dexterity, hand-eye coordination
- Business skills helpful

VII. JOB PRACTICE:

- Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

- Reading: Must be able to read recipes, menus, etc.
- Math: Must be proficient
- Verbal: Must be able to communicate with employees
- Written: Must be able to write out recipes

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Kitchen is hot and noisy
 - Must stand for long periods of time
 - Rotating shifts

- 2) Advantages: High pay

- 3) Training opportunities: On the job Vocational School
Restaurant/ hotel training schools

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IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Cook/Chef

NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To know how to prepare vegetables and fruits</p> <p>... To know how to prepare meats</p> <p>... To know how to slice meats</p> <p>... Be familiar with seasonings and spices</p> <p>... Be able to understand recipe terms</p> <p>... To know safety and sanitary rules</p> <p>... To become familiar with working conditions</p> <p>... Understand skills and physical requirements</p> <p>... Be able to use garnishes effectively</p> <p>... Be thoroughly acquainted with all jobs in the kitchen</p> <p>... Be able to order supplies</p> <p>... Be able to price portions</p> <p>... Basic knowledge of meal planning</p> <p>... Be able to delegate jobs</p> <p>... Be able to develop new recipes</p>	<p>... Cook various vegetables</p> <p>a) Boil</p> <p>b) Fry-saute'</p> <p>c) Cream or other sauces</p> <p>d) Bake</p> <p>e) Casseroles</p> <p>... Use spices, seasonings and flavoring</p> <p>... Cook and prepare fruits for salads and meat accompaniments</p> <p>a) Roast-bake</p> <p>b) Fry</p> <p>c) Boil</p> <p>d) Casseroles</p> <p>e) Gravies</p> <p>... Cook pasta's, rice, potatoes</p> <p>... Prepare sauces</p> <p>... Cook eggs</p> <p>a) Omeletes</p> <p>b) Fry</p> <p>c) Boil</p> <p>d) Scramble</p> <p>e) Souffle'</p> <p>f) Custard</p> <p>g) Poach</p> <p>... See learning activities for all jobs</p> <p>... Order supplies for food to be served</p> <p>... Price food portions and recipe costs</p> <p>... Plan menus</p> <p>... Plan work for others</p> <p>... view films and filmstrips, discuss, and write an evaluation</p> <p>... Choices of assignments for motivation, evaluation and acquiring additional skills and knowledge as a chef</p>	<p>All tools, equipment and supplies found in a kitchen</p>	<p>VOCABULARY</p> <p>Saute'</p> <p>Cream</p> <p>All types of spices and seasonings.</p> <p>Broll</p> <p>Grill</p> <p>Sauce</p> <p>Whip</p> <p>Mix</p> <p>Blend</p> <p>Simmer</p> <p>Boil</p> <p>Roux</p> <p>Deglaze</p> <p>Crepes</p> <p>Croquette</p> <p>Crouton</p> <p>Falimbe .</p> <p>Gratin</p> <p>Kabob</p> <p>Marinate</p> <p>MATH</p> <p>Multiplication</p> <p>Division</p> <p>Fractions</p> <p>Controlled proportions</p> <p>Weights, measure, quantity</p>	<p>Food for Fifty</p> <p>Meal Planning, Bennett Co.</p> <p>McCalls Cook Book</p> <p>Our Second Foods Book Rutgers University</p> <p>Joy of Cooking</p> <p>Food Preparation McGraw Hill</p> <p>Professional Restaurant Service McGraw Hill</p> <p>Our First Foods Book Rutgers University</p> <p>Being a Food Service Worker, Hospital, Research & Ed. Trust</p> <p>FILMSTRIPS</p> <p>Convenience Cooking</p> <p>Mealtime Can Be Magic</p> <p>Mix and Match for Good Meals</p> <p>Identification of Kinds of Meat</p> <p>Organizing and Preparing Meals</p> <p>Serving Meals Attractively</p> <p>Storing Food, McGraw Hill</p> <p>FILMS</p> <p>Profitable Port Selection</p> <p>Home Sweet Home Style</p> <p>The New Port</p> <p>1001 Pineapples</p> <p>The Romance of Cheese</p> <p>Fresh Chilled Sunshine</p> <p>R.S.V.P.</p> <p>Macaroni Menu Magic</p>

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COURSE: Exploring Food Trades

OCCUPATION: Cook/Chef (Continued)

NO. 7 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
				Selecting and Preparing Beef Now is the Time Citrus in Motion The Arts and Secrets of Chinese Cookery The Kitchen Keyboard Food for Thought Rajah of Spices Wonderful World of Flavor FILM LOOP Cooks & Chefs, Encyclope- dia Britannica FIELD TRIPS I.B.M. Kitchen Reader's Digest Silver Moon Resterant Teacher Made Materials
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Trade: Food

I. JOB TITLE: Steamtable Worker/Cafeteria Worker

II. JOB DUTIES:

Prepare all hot beverages, supply the cold beverage service area
Prepares coffee, tea, hot chocolate, iced tea
Fill beverage dispensers if used
Pour juices and other liquids as instructed
Insure sugar, cream, lemon containers filled
Clean beverage area and equipment
May help in other areas as needed
May help in pantry area as needed

III. WORKING CONDITIONS:

Well lighted, ventilated work area
Cooler area of kitchen to work in
Standing, bending, lifting
Work in relatively confined area
Subject to cuts and burns
Rotating shifts, days off; holiday work

IV. JOB REQUIREMENTS:

No experience needed

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Quick efficient; hand/finger dexterity
Hand-eye coordination
Good memory
Able to follow instruction

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read printed menu, food lists, can and package labels
Math: Simple math computations; number of slices of bread, number of sandwiches sold
Verbal: Able to be adequately understood by co-workers.
Working knowledge of English so instructions may be understood
Written:

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Usually more demand than jobs available
- 2) Advantages: Good entry job for a young person in the food preparation trade
- 3) Training opportunities: On the job

IX. EVALUATION: As determined by teachers

COURSE: Exploring Food Trades

OCCUPATION: Cafeteria Worker/Steamtable Worker

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To know the physical requirements and skills needed to work at a steamtable</p> <p>... To know the working conditions of a steamtable worker—</p> <p>... To be able to prepare hot beverage</p> <p>... To know how to serve equal portions</p> <p>... To know how to set up and clean up a cafeteria line</p> <p>... To be able to prepare selected cafeteria foods</p>	<p>... Portion foods to be served</p> <p>a) Count</p> <p>b) Cutting into equal size</p> <p>c) Use of scoop</p> <p>d) Use of scale</p> <p>e) Use of measuring cups</p> <p>... Setting up steamtable</p> <p>... Cleaning up area</p> <p>... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills of the cafeteria worker</p>	<p>Measuring equipment</p> <p>Spoons</p> <p>Cups</p> <p>Ladle</p> <p>Scoop</p> <p>Scale</p> <p>Knife</p> <p>Cutting board</p> <p>Plates</p> <p>Dishes</p> <p>Foods</p> <p>Soups</p> <p>Meats</p> <p>Vegetables</p> <p>Fruits</p>	<p>VOCABULARY</p> <p>Scoop</p> <p>Ladle</p> <p>Cutting board</p> <p>MATH</p> <p>Counting</p> <p>Dividing</p>	<p>Food Service, John W. Stokes Professional Restaurant Service</p> <p>McGraw Hill Commercial Foods Mathematics, Rutgers University</p> <p>Being a Food Service Worker Hospital Research and Educational Trust</p> <p>FIELD TRIPS</p> <p>Kitchawan I.B.M. Cafeteria</p> <p>Teacher Made Material</p>

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Trade: Food

I. JOB TITLE: Waiter/Waitress

II. JOB DUTIES:

Waits on patrons at tables or booths
Takes orders verbally or writes out itemized orders
May make suggestions regarding food, wine and liquor
Sets table, serves food and removes dishes
Carries food and beverages from kitchen to dining room on arm, tray or food cart
May prepare salads and dressings, may carve, bone, flambe', etc.
Computes check or bill for food served
May accept payment and make change or get change from cashier
May clean and refill sugar bowl, condiment containers and other equipment
May be required to relieve at counter
May work on room service in hotels

III. WORKING CONDITIONS:

Pressure during usual meal hours
Constant standing and walking, often in congested areas
In resorts, may have to sleep in dormitories and work 7 days a week

IV. JOB REQUIREMENTS:

Experience as bus boy or bus girl or waiting on tables is usually required
School dining hall experience is acceptable in resort hotels
Experience and local references are usually required in year-round hotels and in restaurants
Must be at least 18 years old where alcoholic beverages are served
May have to provide own uniforms
Good grooming is important
Should be tactful, alert, courteous, and able to deal with people
Must be able to fill orders correctly
Knowledge of simple arithmetic is required
Must be able to read, write and understand English

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Know how to set tables, serve food; prepare salads and arrange them; compute checks
Sometimes make change

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read menus
Math: Be able to make change, compute sales tax
Verbal: Be able to communicate with customers and other employees
Written: Must be able to write orders, charge slips

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Must be able to stand for long periods of time
- 2) Advantages: Meals may be provided plus tips
- 3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Waiter/Waitress (Busboy/Busgirl)

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<p>... To be able to perform the duties of waiter/waitress</p> <p>... To become familiar with the working conditions</p> <p>... To be able to deal with customers politely and in a mature manner</p>	<p>... Practice setting tables</p> <p>... Practice taking orders (written and verbal)</p> <p>... Practice writing and tallying sales slips</p> <p>... Practice serving food</p> <p>... Practice spelling menu terms</p> <p>... Serve customers</p> <p>... Clear table after entree and before dessert</p> <p>... Practice filling water glass</p> <p>... Practice stacking, removing and bringing soiled dishes to dishwashing area</p> <p>... Practice cleaning table before waitress brings dessert</p> <p>... choices of assignments for motivation, evaluation, and acquiring of additional skills and knowledge in these occupations</p> <p>... View films and filmstrips, discuss and complete ditto sheet questions or write an evaluation</p>	<p>Place mats</p> <p>Knives</p> <p>Forks</p> <p>Spoons</p> <p>Plates</p> <p>Cups</p> <p>Saucers</p> <p>Menu</p> <p>Condiments</p> <p>Trays</p> <p>Sales books</p> <p>Napkins</p> <p>Glasses</p>	<p>Condiments</p> <p>A la carte</p> <p>Carte du jour</p> <p>Entree</p> <p>Hors d'oeuvres</p> <p>Mixed grill</p> <p>Smorgasbord</p> <p>Table d'hote menu</p> <p>MATH</p> <p>See Cashier</p>	<p>Professional Restaurant Service, McGraw Hill</p> <p>Mathematics For Employment, Mafex</p> <p>Busboy Training Book, Restaurant Hotel Aids</p> <p>FILMSTRIPS</p> <p>Serve 'Em Right</p> <p>Cinderella's Three Sisters Training Program</p> <p>Fast Food Service</p> <p>FILM LOOPS</p> <p>Waiter/Waitress, Encyclopedia Britannica</p> <p>FIELD TRIPS</p> <p>Charlie's K-Ranch</p> <p>Friendly's</p> <p>Joy Luck</p> <p>May Wah</p> <p>Grandma's Pies</p> <p>FILMSTRIPS & RECORDS</p> <p>Six Keys to Being a Better Waitress</p> <p>Restaurant-Hotel Aids</p> <p>Six Keys to being a Better Waiter,</p> <p>Restaurant-Hotel Aids</p> <p>Jack and The Beanplate</p> <p>Restaurant-Hotel Aids</p> <p>Wall the Willing Waiter, Restaurant-Hotel Aids</p> <p>Teacher Made Materials</p>

Trade: Food

I. JOB TITLE: Baker

II. JOB DUTIES:

Responsible for making all yeast products, cakes and pastries
Responsible for entire bakery shop; responsible to the restaurant manager
Bakes breads, rolls and other yeast products
Prepares and bakes cookies, cakes and pastries
Cake decorating
Orders necessary supplies for his operation
Responsible for all bakery department employees
Supervises and trains employees
May create new recipes

III. WORKING CONDITIONS:

Works in separate part of kitchen
Clean, well-lighted, well-ventilated area but may be hot during baking time
Standing, stooping, lifting heavy pans and trays
Working day generally begins before dawn, if restaurant/hotel operation serves homemade products at breakfast meal. Shift then ends earlier in the day
May work rotating shifts, days off; holidays, weekend work

IV. JOB REQUIREMENTS:

18 years of age to begin training or apprenticeship
May be required to belong to a union

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Same as those required for chef
Basic cooking skills, terms, methods

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Average reading ability; able to read and interpret recipes, menus, trade journals, cost sheets, inventory sheets
Math: Average math ability; able to compute costs, supplies needed, quantity dry and liquid measurements and weights
Verbal: Able to be understood by workers, ability to comprehend managers instructions

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Weekend/holiday work
Rotating shifts/days off; first shift would begin before dawn
Standing, walking, lifting
Generally warm, yeasty, sweet odors in spite of ventilation
- 2) Advantages: Steady, constant demand for skilled bakers
Chance for advancement with increased experience and skills
Good employee benefits
- 3) Training opportunities: On the job Vocational/trade schools
Restaurant/hotel schools
Armed forces
Apprenticeship program

IX. EVALUATION: As determined by team of teachers

Trade: Food

I. JOB TITLE: Baker's Helper

II. JOB DUTIES:

Assists baker in all baking operations as well as responsible for cleaning of the baking area
Follows baker's instructions/orders
Measures ingredients
Prepares necessary ingredients
Lines, greases and prepares baking utensils
Mixes, stirs, kneads quantities of dough, etc.
Uses timer or watch to time baking
Prepares decorative frostings
Assists in pantry area as needed
Washes utensils, wipes up spills, mops floors

III. WORKING CONDITIONS:

Same as for baker

IV. JOB REQUIREMENTS:

18 years of age
Be able to follow directions of baker

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Same as those for baker

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read recipes, food packages, baking supplies and instructions on equipment
Math: Basic skills required as baker's helper
Must be able to count consecutively
Verbal: Able to be understood by fellow workers
Must be able to understand managers
Written:

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Same as baker
- 2) Advantages: Same as baker
- 3) Training opportunities: Same as baker

IX. EVALUATION: As determined by team of teachers

LEARNING GOALS

... Identify various types of baked goods
 ... Know their differences and similarities
 ... Be aware of the importance of safe work habits, handling equipment
 ... Be aware of the importance of proper sanitation
 ... Be able to interpret a recipe and understand the terminology
 ... Know the skills and physical requirements needed to be a baker
 ... Be aware of the working conditions
 ... Be able to apply for a job

LEARNING ACTIVITIES

Bake cakes
 a) One egg cakes
 b) Two egg cakes
 c) sponge
 d) Angel
 e) Pound
 f) Spice cakes
 g) Fruit cakes
 h) Jelly rolls
 i) Ice cream cakes
 j) Cupcakes
 Bake Breads
 a) yeast breads
 b) sweet yeast bread
 c) rolls
 d) pastries
 e) yeast batter breads
 Bake cookies
 a) drop
 b) sugar
 c) rolled
 d) pressed
 e) filled
 f) refrigerator
 Make a pie crust
 a) baked single or double
 b) refrigerated
 Prepare pie fillings
 a) cooked
 b) no bake
 c) cream
 d) refrigerated
 Make various types of quick breads
 a) muffins
 b) biscuits
 c) popovers
 d) pancakes
 e) tea breads
 f) doughnuts
 Measuring liquid and dry ingredients following instructions given in a particular recipe
 Prepare pans
 Prepare fillings, cooked and uncooked
 Prepare frosting and icings
 a) Uncooked

TOOLS, EQUIPMENT
SUPPLIES

Measuring utensils
 Bowl
 Mixing spoons
 Sifter
 Wax paper
 Hand and electric mixers
 Baking pans
 Rubber scrapers
 Scale
 Cake racks
 Cake tester
 Cupcake pans
 Flour
 Baking powder
 Baking soda
 Eggs
 Milk
 Sugar
 Shortening
 Salt
 Flavorings
 Spices
 Fruits
 Sauce pan
 Rolling pin
 pastry cloth
 Pastry bag
 Thermometer
 Yeast
 Water
 Pastry blender
 Cookie press
 Cookie cutters
 Cookie sheets
 Nuts
 Chocolate bits
 Pie pans
 Loaf pans
 Muffin tins

NEW TERMINOLOGY
MATH

VOCABULARY

Mix
 Stir
 Beat
 Blend
 Cream
 Cake Tester
 Thermostat
 Confectioner's sugar
 Knead
 Proof
 Gluten
 Yeast
 Fold
 Cut in
 Sift
 Stir
 Carmelize
 Roll out
 Scald
 Trim
 Prick
 Tea breads

MATH

Measure
 Fractions

TEXT, WORKBOOKS
OTHER MATERIALS

McCall's Cook Book

Elementary Baking,
 McGraw Hill
 Joy of Cooking
 Commercial Foods
 Mathematics
 Rutgers University
 Our Second Foods Book
 Rutgers University

Cake and Food Decorating
 Yearbook
 Wilton Enterprises
 Food Preparation
 McGraw Hill

FILMSTRIPS

Beautiful Cakes
 Fun with Frostings
 Flair with Frostings & Desserts
 Convenient Creations
 Breads You Bake with Yeast
 Cookie Wise
 Easy as Pie
 Biscuits
 Batter Breads
 Muffin Making

FILMS

The Art of Cake Making
 Wonderland of Bread
 As American As Apple Pie

FIELD TRIPS

Luna Bakeries
 Carvel
 I.B.M. Kitchen
 Arnold Bakeries

COURSE: Exploring Food Trades

OCCUPATION: Baker and Baker's Helper

NO. 10 Continued

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	<ul style="list-style-type: none">1. Cream2. Butter3. Royaleb) Cooked<ul style="list-style-type: none">1. Fudge2. Cooked white3. Boiledc) Glaze <p>Prepare puff pastry and turnovers</p> <p>View filmstrips, discuss and complete teacher made ditto sheets</p> <p>Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and procedures of Baker</p>			
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Trade: Food

I. JOB TITLE: Kitchen Helper

II. JOB DUTIES:

Assists in the preparation and cooking of foods in large quantities in public dining rooms or institutions
May be male or female
Prepare vegetables, fruits for cooking or salads
Gather ingredients, equipment, open cans and packages
Watch, stir cooking food; time foods during preparation using timer or clock
Store or shelve dishes, cooking utensils, silver
Mop floors; clean up breakage, spills
May serve as a relief person
May make sandwiches and wrap food for carry out
May help make desserts

III. WORKING CONDITIONS:

Usually in well-lighted, well-equipped, ventilated kitchen
During cooking and serving time kitchen may be hot and noisy
Worker prone to burns and cuts
Worker will be under pressure at peak of serving time
Work rotating shifts and days off; may work holidays
Standing, walking, lifting during entire shift

IV. JOB REQUIREMENTS:

18 years of age
Generally work in some area of kitchen a prerequisite

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Interest in food preparation
Good memory
Hand-finger agility
Hand-eye coordination

VII. JOB PRACTICE:

Shop and laboratory experiences

VIII. ACADEMIC DEMANDS:

Reading: Minimum
Able to read can and package labels
Able to read printed instructions
Math: Basic computations
Understand liquid and dry measurements
Verbal: Must be able to speak English
Able to be understood by co-workers
Comprehend verbal instructions
Written:

ADDITIONAL JOB INFORMATION:

- 1) Disadvantages: Weekend/holiday work
Rotating shifts and day off
Standing, walking, lifting during entire shift
Generally quite warm, noisy
- 2) Advantages: Steady, constant employment opportunities
Good chance of advancement
Good employee benefits as full-time employee
- 3) Training opportunities: On the job Vocational Schools
Restaurant or hotel training programs
Armed Forces

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Kitchen Helper

NO. 11

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
<ul style="list-style-type: none">... To learn various jobs in a foods operation... To become acquainted with all equipment in a kitchen... Know safety and sanitation rules... To know how to prepare fruits and vegetables for cooking and salads... To learn to cook all types of foods... To become familiar with working conditions... To know physical demands of the job	<p>See learning activities for Short Order Cook, Salad Maker, Sandwich Maker, Cook, and Beverage Maker</p> <p>... Assist others in preparing foods</p>			<p>See individual job sheets</p> <p>Commercial Foods Mathematics Rutgers University</p>

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HORTICULTURE/FLORICULTURE OCCUPATIONS

OCCUPATIONAL READINESS CENTER

COURSE: HORTICULTURE/FLORICULTURE

UNITS:

First Quarter: Landscaper (Helper)
Groundskeeper, Gardener, Greenskeeper
Nursery Worker (Helper)
Florist (Helper)
Greenhouse Worker (Helper)

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

JOB PROFILE WORKSHEET

I. JOB TITLE: *(Landscape Helper)*

II. JOB DUTIES:

- Plan lawns, floral arrangements and landscaping on public and private grounds*
- Prepare and grade terrain and apply fertilizers, seeds and sod to revitalize lawns*
- Plant shrubs, trees and flowers*
- Transplant shrubs and plants*
- Mow and trim lawns*
- Trim and spray trees and shrubs*
- Clean rounds*

III. WORKING CONDITIONS:

- Out of doors*
- All kinds of weather*
- Subject to strenuous work*
- Seasonal work - irregular hours*

IV. JOB REQUIREMENTS:

- Be at least 18 years of age*
- Desirable to have some knowledge about plans*
- Possess N.Y. State driver's license and be able to drive a light truck*
- General interest in out of doors*
- Like doing routine work for long periods*

V. JOB CONDITIONS:

- Determined by field trips, guest speakers, etc.*

VI. BASIC SKILLS & KNOWLEDGE:

- Be able to understand oral and written direction*
- Create attractive arrangements using plants, shrubs and flowers*
- Be friendly and courteous in dealing with customers*

VII. JOB PRACTICE:

- Design and execution of various landscape projects*
- Constructing and maintaining turf plots*
- Pruning, fertilizing and spraying existing plants*

VIII. ACADEMIC DEMANDS:

Reading: *Minimum reading level 5th-6th grade.*

Math: *Basic knowledge of measurements - cubic, volume, liquid measurement*

Lang. Arts: *Verbal: Be able to understand and communicate with and to others*

Written: *Be able to understand written instructions, labels, directions*
Be able to understand safety precautions as with insecticide, fertilizers

ADDITIONAL JOB INFORMATION:

Job Locations:

- Farms*
- Landscape Contractors*
- County Estates*
- Federal State, and City Parks and Highways*
- Retail or Wholesale Nurseries*

COURSE: Horticulture/Floriculture

OCCUPATION: Landscaper (Helper)

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
<p>... Make students aware of safety hazards involved in agricultural work and use of tools and equipment</p> <p>... To be able to identify and know how to use landscaping tools and equipment safely</p> <p>... To become familiar with the duties of a landscaper (helper)</p> <p>... To become familiar with the different types of trees and shrubs</p> <p>... To become familiar with the proper planting and transplanting methods for trees and shrubs</p> <p>... To become familiar with the characteristics of different kinds of flowers, vegetables and weeds</p> <p>... To become familiar with the uses of plants in different landscaping sites</p> <p>... To become familiar with site and plot planning</p> <p>... To become familiar with maintenance of grounds</p> <p>... To become familiar with seasonal maps and charts</p> <p>... To become familiar with billing procedures</p> <p>... To become familiar with basic insects</p>	<p>... Discuss safety</p> <p>... Indicate specific hazards of tiller, power mower, hand saws, axes etc.</p> <p>... Show safety films</p> <p>... Plant and transplant trees and shrubs</p> <p>a) Dig and ball live trees and shrubs</p> <p>b) Bare root</p> <p>c) Staking</p> <p>d) Mulching</p> <p>... Prune small trees and shrubs</p> <p>... Create different types of gardens</p> <p>a) Rock garden</p> <p>b) Vegetable garden</p> <p>c) Annual garden</p> <p>d) Perennial garden</p> <p>e) Miniature garden</p> <p>... Force bulbs, trees, and plants</p> <p>... Practice lawn upkeep around building</p> <p>... Cut and transplant sod</p> <p>... Top dress lawns around building</p> <p>... View pictures and films for identification of insects and complete teacher made ditto</p> <p>... Collect, identify, and classify bark, buds, wood, leaves, and seeds</p> <p>... On site observation to determine shapes, colors, size and use of trees, shrub and plants</p> <p>... Research of charts and</p>	<p>Rakes</p> <p>Shovels</p> <p>Hoe</p> <p>Wheelbarrow</p> <p>Saws, hand</p> <p>Burlap</p> <p>Seeds, grass and plant</p> <p>Gravel</p> <p>Charts</p> <p>Pictures</p> <p>Graph paper</p> <p>Crayons</p> <p>Seed catalogues</p> <p>Rulers</p> <p>Landscaping kits</p> <p>String</p> <p>Measuring tape</p> <p>Stakes</p> <p>Hose</p> <p>Flower pots</p> <p>Plants</p> <p>Pruners</p> <p>Charts</p>	<p>Turf</p> <p>Tilling</p> <p>Fertilizer</p> <p>10-6-4</p> <p>Mulch</p> <p>Annuals</p> <p>Perennials</p> <p>Evergreen</p> <p>Conifer</p> <p>Deciduous</p> <p>Broadleaf</p> <p>Pith</p> <p>Cambium</p> <p>Transplant</p> <p>Landscaping</p> <p>Site</p> <p>Plot</p> <p>Top dress</p> <p>Terrain</p> <p>Bare root</p> <p>Ball root</p> <p>Easement</p> <p>Drainage</p> <p>Cerrated</p> <p>Cord</p> <p>Corms</p> <p>Budding</p> <p>Graft</p> <p>Terminal</p> <p>Opposite</p> <p>Prune</p> <p>Force</p> <p>Sod</p> <p>Wood round</p> <p>Terrarium</p> <p>Accessibility</p> <p>Rotation</p> <p>Seasonal</p> <p>Miniature</p>	<p>Lawns and Groundcovers Sunset</p> <p>A guide to Field Identification of Trees of No. American Golden Press</p> <p>Fundamentals of Plant Identification, Ohio University Press</p> <p>Ideas for Landscaping, Sunset</p> <p>How to Grow Annuals, Sunset</p> <p>How to Grow House Plants Sunset</p> <p>Landscape Design University of Pennsylvania</p> <p>Turfgrass Maintenance and Establishment University of Penn.</p> <p>Landscape Maintenance and Establishment University of Penn.</p> <p>Trees for Landscaping, Ohio University</p> <p>Landscaping Your Home Ohio University</p> <p>MAGAZINES</p> <p>Better Homes & Gardens Horticulture</p> <p>House & Garden Organic Gardening Flower & Garden Landscape Plants Alive</p> <p>FILMS</p> <p>Saga of Safety Sam, BOCES</p>

COURSE: Horticulture/Floriculture

OCCUPATION: Landscaper (Helper) Continued

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
	<p>books for identification of trees, shrubs, and plants</p> <p>... Sand and finish wood rounds</p> <p>... Make a journal of plant identification projects</p> <p>a) Leaf rubs</p> <p>b) Drawings</p> <p>c) Leaf ironings</p> <p>d) Charts</p> <p>... Cut and stack a cord of wood</p> <p>... Discuss different factors of the land</p> <p>a) Type of soil</p> <p>b) Vegetative growth</p> <p>c) Water available</p> <p>d) Drainage</p> <p>e) Rock ledges</p> <p>f) Easements</p> <p>g) Terrain</p> <p>h) Accessibility</p> <p>... Create miniature landscape projects using kits and live plants</p> <p>... Design and create terrariums</p> <p>... Construct and repair dry stone walls</p> <p>... Rotary till and grade garden area</p> <p>... Chart rotation of crops, plants and seasonal growth</p> <p>... Design and draw landscape plan for a given plot</p> <p>... Seed plot</p> <p>... Plant, grow and transplant plants to be used in landscape plan</p>		<p>Maintenance</p> <p>MATH</p> <p>Measurement</p> <p>Volume</p> <p>Depth</p> <p>Weight</p> <p>Scales</p> <p>Diameter</p>	<p>Split Second from Disaster BOCES</p> <p>It Didn't Have to Happen BOCES</p> <p>Don't Push Your Luck BOCES</p> <p>SLIDES</p> <p>All of the following available from Cornell Department of Education:</p> <p>Plant Diseases Around the Home and Grounds</p> <p>Effect of Air Pollution on Flowering</p> <p>Shrubs and Plant Life</p> <p>Institutional Landscaping</p> <p>Landscaping the Home Ground</p> <p>Types of Turf</p> <p>Lawn Care and Management</p> <p>Exploring Turf Occupations</p> <p>Lawn weed Identification</p> <p>Commonly Used Trees, Shrubs, Groundcover and Vines</p> <p>Soil and Its Properties</p> <p>Ohio University</p> <p>TRANSPARENCIES</p> <p>All available from Cornell Department of Education:</p> <p>Ground Maintenance and Construction</p> <p>Plant Identification</p> <p>Plant Propagation</p> <p>Pruning and Training Plants</p>

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COURSE: Horticulture/Floriculture

OCCUPATION: Landscaper (Helper) Continued

NO. 1

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS,
OTHER MATERIALS

... Landscape plot
... Practice ordering supplies by
mail and telephone using cata-
logs
... Practice billing procedures
a) Sales slips
b) Charge and cash
c) Credit cards
d) Making change
... View films and loops and
complete teacher made ditto
sheet for each
... Choices of assignments for
motivation, evaluation and ac-
quiring of additional know-
ledge and skills

FILMSTRIPS
All available from Cornell
Department of Education
Using Power Lawn Mowers
Safely
Garden Flowers-Annuals
I & II
Foliage Plant Identification
Balling and Burlapping Trees
and Shrubs
Landscaping Do's and Don't's

FILM LOOPS
All available from Encyclope-
dia Britannica
Forestry Aides
Handling Garden Tools Safely
Safety Rules with Outdoor
Plants
Snake Bite with Kit
Plant Poisoning

FIELD TRIPS
Rosedale Nursery
Wilkins Fruit Farm
D'Agostino's
I.B.M. Grounds
Brooklyn Botanic
Garden, Kitchawan
Research Laboratory

PAMPHLETS
All available from Cornell
Department of Education;
Lawn and Landscaping Insects,
Diseases and Pests of Land-
scape Plantings
Soils
Recommended Annual Flowers
The Rock Garden
How to Make A Terrarium
Landscaping

JOB PROFILE WORKSHEET

I. JOB-TITLE:

Groundskeeper

II. JOB DUTIES:

Year round maintenance of grounds, such as parks, private and public, golf courses, cemeteries, etc.

Weeding, feeding, cutting, trimming, watering, mowing, rolling of established lawns, greens, etc.

Trimming and pruning of trees and shrubs. Removal of debris, garbage, leaves, snow and any items which might detract from general appearance of grounds

Gardens - creating and upkeep

III. WORKING CONDITIONS:

Almost exclusively outdoors, all year round (although some positions are seasonal)

Pay is salaried with good benefits and vacation time in year round commercial or institutional positions

In residential or private situations may include room and board as well as salary

In seasonal situations pay will be hourly and benefits fewer or non-existent

No fixed schedule, things must be done as needed, often dirty and repetitive in nature.

IV. JOB REQUIREMENTS:

Of working age. H.S. diploma helpful but not required

Physically reasonably well endowed

Some knowledge lawn care practices and establishment (groundskeeping), helpful but not necessary

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE:

Physically able

Ability to work independently and generally self-motivated and responsible

Knowledge of simple tools and machinery

Basic techniques of lawn, gardening, shrubs, tree care, pruning helpful but not necessary

VII. JOB PRACTICE:

Shop and laboratory experiences

VIII. ACADEMIC DEMANDS:

Reading: Minimal - operation instructions and applications of equipment and materials. Relevant charts and tables.

Math: Simple computations - mixtures to specifications, determining settings on feeders, spreaders, etc., by using charts and tables.

Lang. Arts. Verbal: Terminology of equipment and materials for purposes of ordering, records of use and communication of instructions from supervisor.

JOB PROFILE WORKSHEET CONTINUED

ADDITIONAL JOB INFORMATION:

1. *Disadvantages: Repetitive tasks, basically physical work that involves getting dirty.
Since skills are minimal, can be easily replaced.*
2. *Advantages: Outdoor work, fresh air and exercise
Steady year round employment, work at own pace
Good employee benefits
Good chance for advancement with continuous employment and experience*
3. *Training opportunities: Vocational, trade school, on the job*

IX. EVALUATION:

As determined by teachers

COURSE: Horticulture/Floriculture

OCCUPATION: Groundskeeper, Gardener and Greenskeeper

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
<p>... Make students aware of safety hazards involved in Groundskeeper work</p> <p>... To become familiar with duties of a Greenskeeper and Groundskeeper</p> <p>... To become familiar with cultivation using hand tools and rotary tiller</p> <p>... To become familiar with lawn preparation</p> <p>... To become familiar with maintaining lawns and grounds</p> <p>... To become familiar with identification of grass</p> <p>... To become familiar with weed identification</p> <p>... To become familiar with insect identification</p>	<p>... Discuss safety</p> <p>... Discuss specific hazards of machines</p> <p>... View safety films, discuss and write an evaluation</p> <p>... Cultivate soil</p> <p>... Prepare soil</p> <p>grade</p> <p>test</p> <p>fertilize</p> <p>seed</p> <p>renovate</p> <p>... Utilize site</p> <p>a) Plan area</p> <p>b) Maintain lawn</p> <p>water</p> <p>mow</p> <p>edge</p> <p>fertilize</p> <p>... Collect, identify, and classify different types of grasses</p> <p>bent</p> <p>crab grass</p> <p>zoysia</p> <p>... Collect, identify, and classify different types of weeds</p> <p>... Collect, identify and classify different types of insects</p> <p>... Maintain trees and shrubs</p> <p>... Choices of assignments for evaluation, motivation and acquiring of additional knowledge and skills</p> <p>... View slides, filmstrips, loops and transparencies and complete teacher made dittos for each</p>	<p>Shovels</p> <p>Rakes</p> <p>Rotary tiller</p> <p>Lawn mower</p> <p>Edger</p> <p>Fertilizer</p> <p>Lime</p> <p>Hose</p> <p>Wheelbarrow</p> <p>Seeds</p> <p>Soil Test Kits</p>	<p>Height</p> <p>Depth</p> <p>Drainage</p> <p>Phosphorous</p> <p>Nitrogen</p> <p>Potash</p> <p>Seed names</p> <p>Turf</p> <p>Zoysia</p> <p>Bent</p> <p>Grading</p> <p>Renovate</p> <p>Cinch bug</p> <p>Grubs</p> <p>Plantain</p> <p>Clover</p>	<p>Better Homes and Gardens Gardenbook, McGraw Hill</p> <p>Landscape Manual</p> <p>University of PA.</p> <p>SLIDES</p> <p>Types of Turf</p> <p>Ohio University</p> <p>Lawn Care and Management</p> <p>Cornel Ed. Dept.</p> <p>Exploring Turf</p> <p>Occupations, Cornell Education Department</p> <p>FILMSTRIPS</p> <p>Lawn Weed Identification, Cornell Ed. Department</p> <p>Using Power Lawn Mowers</p> <p>Safely, Cornell Education Department</p> <p>FILM LOOPS</p> <p>Handling Garden Tools</p> <p>Safely, Encyclopedia Britannica</p> <p>TRANSPARENCIES</p> <p>Ground Maintenance</p> <p>Construction, Cornell Education Department</p> <p>Plant Identification</p> <p>Cornell Ed. Department</p> <p>FILMS</p> <p>Saga of Safety Sam, BOCES</p> <p>Split Second from Disaster</p> <p>BOCES</p> <p>Don't Push Your Luck</p> <p>BOCES</p>

COURSE: Horticulture/Floriculture

OCCUPATION: Groundskeeper, Gardener and Greenskeeper

NO. 2 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
				<p>PAMPHLETS</p> <p>All of the following from Cornell Department of Education:</p> <p>Conservation Lawns and Landscaping Soils Tillage, Basic Principles</p> <p>Teacher Made Materials</p>
	286			287

JOB PROFILE WORKSHEET

I. JOB TITLE:

Nursery Worker (salesman & helper)
Amount of responsibility, salary varies under this job title depending on ability and eagerness

II. JOB DUTIES:

Cares for nursery supplies and nursery stock
Loads and unloads and stores supplies, water plants and other live nursery stock
Frequently aids in selling nursery stock and garden supplies
Also general clean-up and maintenance of nursery center

III. WORKING CONDITIONS:

Outdoor work, lifting, carrying, a great deal of physical labor
Uniforms or coveralls are usually supplied as there are frequently times when hands and clothing will get soiled
Full-time work, which slackens and increases according to seasonal demands
Employer paid benefits

IV. JOB REQUIREMENTS:

(Enjoy working outdoors and with plants)
Should have knowledge of garden tools and their uses
Some knowledge of plant identification and care
Some knowledge of shrubs and trees identification care
Some knowledge of fertilizer and insect sprays and mulches - use and application
Knowledge of basic propagation techniques - cutting, layering, division, etc.
Physically able to bend, climb, kneel, stoop, balance, crouch, crawl; finger and feel; good vision and good hand-eye coordination
Use of power tools and hand tools

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE:

Soil mixtures: Sand, peat moss, perlite, vermiculite
Prepare plant beds
Planting seeds, seedlings and bulbs
Weeding and cultivating, watering, pruning, spraying and propagating nursery stock
Transplanting stock for sale or shipment
Identify plants, trees, and shrubs - plant diseases
Physically able to carry out these tasks
Some knowledge and invoices, order forms, sales slips, running a cash register
Pleasant helpful personality as they may frequently be called on to assist customers
Use of power tools -

VII. JOB PRACTICE:

Shop and laboratory experience

JOB PROFILE WORKSHEET CONTINUED

VIII. ACADEMIC DEMANDS:

Reading: *Able to read instructions on labels of items sold. Follow and fill out forms such as invoices shipping orders, sales slips, etc.
Most instructions are verbal.*

Math: *Making change, basic math skills with emphasis on basic geometry (shapes) measurements, ratios and formulas*

Lang. Arts.: *Verbal: Terminology including tools, equipment and nursery stock - able to understand and carry out detailed but uninvolved oral instructions.
May frequently be required to assist customers.*

Written: Minimal - completing sales slips, inventory sheets, written labels and tags for stock.

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
<p>... Make students aware of safety hazards involved in agricultural work and use of tools and equipment</p> <p>... To be able to identify and know how to use tools and nursery equipment safely</p> <p>... To become familiar with the duties of a nursery worker (helper)</p> <p>... To become familiar with the different types of trees and shrubs</p> <p>... To become familiar with the proper planting and transplanting methods for trees and shrubs</p> <p>... To become familiar with the characteristics of different kinds of flowers, vegetables and weeds</p> <p>... To become familiar with the uses of plants in different landscaping sites</p> <p>... To become familiar with site and plot planning</p> <p>... To become familiar with seasonal maps and charts</p> <p>... To become familiar with billing procedures</p> <p>... To become familiar with basic insects</p>	<p>... Discuss safety</p> <p>... Indicate specific hazards of tiller, power mower hand saws, axes, etc.</p> <p>... Show safety films</p> <p>... Plant and transplant trees and shrubs</p> <p>a) Dig and ball the trees and shrubs</p> <p>b) Bare root</p> <p>c) Staking</p> <p>d) Mulching</p> <p>... Prune small trees and shrubs</p> <p>... Force bulbs, trees, and plants</p> <p>... Cut and transplant sod</p> <p>... Collect, identify, and classify bark, buds, wood, leaves, and seeds</p> <p>... On site observation to determine shapes, colors size and use of trees, shrub and plants</p> <p>... Research of charts and books for identification of trees, shrubs, and plants</p> <p>... Make a journal of plant identification projects</p> <p>a) leaf rubs</p> <p>b) drawings</p> <p>c) leaf ironings</p> <p>d) charts</p> <p>... Discuss different factors of the land</p> <p>a) type of soil</p> <p>b) vegetative growth</p> <p>c) water available</p> <p>d) drainage</p> <p>e) rock ledges</p>	<p>Charts</p> <p>Pictures</p> <p>Books</p> <p>Burlap</p> <p>Hoe</p> <p>Shovels</p> <p>Wheelbarrows</p> <p>Tiller</p> <p>Saws</p> <p>Rakes</p> <p>Paper, graph</p> <p>Rulers</p> <p>Landscape kits</p> <p>Measuring tapes</p> <p>Plants</p> <p>Trees</p> <p>Hose</p> <p>Stakes</p> <p>String</p> <p>Crayons</p> <p>Seeds</p> <p>Loppers</p> <p>Pruners</p> <p>Files</p>	<p>Height</p> <p>Depth</p> <p>Weight</p> <p>Mulch</p> <p>Trenching</p> <p>Hilling</p> <p>Drip edge</p> <p>Corms</p> <p>Budding</p> <p>Grafts</p> <p>Terminal</p> <p>Opposite</p>	<p>Know Your Trees</p> <p>Cornell Ed. Dept</p> <p>Landscape Manual</p> <p>Pennsylvania University</p> <p>Basic Gardening, Sunset Guide to Organic Gardening, Sunset Pruning, Sunset</p> <p>The Nursery Worker</p> <p>Parts I & II, I</p> <p>Ohio University</p> <p>Nursery Production,</p> <p>Pennsylvania University</p> <p>The Garden Center Worker</p> <p>Ohio University</p> <p>SLIDES</p> <p>All of the following are available from Ohio University:</p> <p>Institutional Landscaping</p> <p>Landscaping the Home Ground</p> <p>Designing With Flowers</p> <p>Land Decorative Materials</p> <p>Commonly Used Trees, Shrubs, Groundcover, and Vines</p> <p>Poinsetta</p> <p>Geranium</p> <p>Soil and Its Properties</p> <p>All of the following available from Cornell Department of Education:</p> <p>Plant Diseases Around The Home and Grounds</p> <p>Effect of Air Pollution on Plant Life Flowering Shrubs</p> <p>FILMSTRIPS</p> <p>Foliage Plant Identification</p> <p>Cornell Dept. of Education</p> <p>Balling, and Burlapping Trees</p>

COURSE: Horticulture/Floriculture

OCCUPATION: Nursery Worker (Helper) Continued

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
	f) easements g) terrain h) accessibility ... Create miniature landscape projects using kits and live plants ... Chart rotation of crops, plants and seasonal growth ... Plant, grow and transplant plants ... Practice ordering supplies by mail and telephone using catalogs ... Practice billing procedures a) sales slips b) charge and cash c) credit cards d) making change ... View films, filmstrips, and slides and complete teacher made ditto sheet for each ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills			and Shrubs Cornell Dept. of Education Landscaping Do's and Don't's Cornell Dept. of Education FILM LOOPS All of the following are available from Encyclopedia Britannica Forestry Aides Handling Garden Tools Safely Safety Rules with Outdoor Plants Snake Bite with Kit Plant Poisoning TRANSPARENCIES All of the following available from Cornell Department of Education: Plant Identification Plant Propagation Pruning and Training Plants

JOB PROFILE WORKSHEET

I. JOB TITLE:

Florist Helper

II. JOB DUTIES:

Check flower supplies such as seeds, fertilizers, growing medias, corsage ribbons and pins. Select natural and artificial flowers and foliage for floral arrangements. Wire, pin and wrape stems with floral tape to form bouquets, corsages, sprays etc. Prepare floral arrangements, corsages etc. Take orders for floral arrangements (also F.T.D.) Sell orders to customers. Deliver orders. Maintain clean, orderly work and display areas.

III. WORKING CONDITIONS:

*Usually indoors
May be required to work overtime in peak periods
Weekend and evening hours sometimes required*

IV. JOB REQUIREMENTS:

*Be able to stand for long periods of time
Have manipulative skills
Be 18 years of age or older
Prefer a driver's license
Be non-allergic to flowers and sprays
Be able to distinguish colors*

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE:

*Be able to handle and manipulate delicate materials and variety of tools rapidly and skillfully
Use imagination and good judgment in creating designs to suit particular occasions.
Be able to communicate ideas verbally and through designs.
Basic math skills in proportions, sales slips.*

VII. JOB PRACTICE:

*Cut and strip flowers
Tape and prepare flowers for use in corsages and arrangements
Prepare various styles of arrangements under supervision
Maintain workshop and selling areas.*

VIII. ACADEMIC DEMANDS:

Reading: *Must be able to read well enough to prepare orders, understand instructions and communicate with others*

Math: *Basic math of making change for customers and to figure costs of materials for orders in specific price range.*

Lang. Arts. *Verbal: Must be able to communicate with others
Take phone orders*

Written: *Write out orders*

JOB PROFILE WORKSHEET CONTINUED

ADDITIONAL JOB INFORMATION:

Job Locations:

*Retail florists
Large retail greenhouses
Some garden centers*

Workers may advance to:

*Shop Managers
Self-employment
Can be trained on the job*

COURSE: Horticulture/Floriculture

OCCUPATION: Florist (Helper)

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
<p>... To become familiar with the duties of a florist</p> <p>... To become familiar with supplies, tools and techniques used by a Florist</p> <p>... To become familiar with billing procedures, cash procedures, cash register and orders</p> <p>... To become familiar with shop maintenance</p> <p>... To become familiar with the creation of corsages, arrangements and Holiday decorations</p> <p>... To become familiar with different plant identification</p> <p>... To become familiar with greenhouse operation</p> <p>... To become familiar with holiday demands of greenhouse and shop</p>	<p>... Make dried and plastic flower arrangements</p> <p>... Make corsages</p> <p>... Make holiday decorations - green arrangements using different mediums</p> <p>... wire</p> <p>... soil</p> <p>... Practice using telephone for ordering materials and taking orders</p> <p>... Practice writing sales slips</p> <p>... Practice using cash register</p> <p>... Practice making change</p> <p>... Maintain shop and stock</p> <p>... Plan for seasonal demands</p> <p>... Identify using charts, books, manipulation</p> <p>a) Plants</p> <p>b) Flowers</p> <p>c) Containers</p> <p>... Design shop</p> <p>... Wrap plants</p> <p>... Make bows</p> <p>... Maintain greenhouse to include care of plants and upkeep</p> <p>... Design and create terrariums</p> <p>... View slides and filmstrips and complete teacher made ditto sheet</p> <p>... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills</p>	<p>Chicken Wire</p> <p>Pins</p> <p>Wires</p> <p>Ribbons</p> <p>Fruit</p> <p>Flowers</p> <p>Cones</p> <p>Containers</p> <p>Charts</p> <p>Mediums</p> <p>oasis</p> <p>styrofoam</p> <p>Tables</p> <p>Order blanks</p> <p>Plants</p> <p>Bottles</p> <p>Bowls</p> <p>Soils</p> <p>Terrarium tools</p> <p>Tapes</p> <p>scotch</p> <p>masking</p> <p>Staples</p> <p>Wild Flowers</p> <p>Frames</p> <p>Boards</p>	<p>Primary colors</p> <p>Secondary colors</p> <p>Complimentary colors</p> <p>Holiday colors</p> <p>Names of flowers</p> <p>Names of greens</p> <p>Oasis</p> <p>Parts of flower</p> <p>sepal</p> <p>petal</p> <p>stamen</p> <p>stigma</p> <p>pistil</p> <p>caylx</p> <p>Perlite</p> <p>Peat moss</p> <p>Terrarium</p> <p>Follage</p> <p>Horizontal</p> <p>Vertical</p> <p>MATH</p> <p>Curves</p> <p>Ruler measure</p> <p>Depth</p> <p>Dimension</p> <p>%-percentage</p>	<p>Better Homes and Gardens Gardenbook, McGraw Hill</p> <p>SLIDES</p> <p>Floriculture Crops</p> <p>Ohio University</p> <p>Designing with Flowers and Decorative Material</p> <p>Ohio University</p> <p>Identification Foliage Plants I & II & III, Cornell Ed. Dept. Poinsettia</p> <p>Ohio University</p> <p>Geranium,</p> <p>Ohio University</p> <p>FILMSTRIPS</p> <p>Greenhouses-Uses and Design, Cornell</p> <p>Department of Education</p> <p>Teacher Made Materials</p> <p>Sales Slip Pads</p> <p>Teletrainer with Scripts</p>

JOB PROFILE WORKSHEET

I. JOB TITLE: Greenhouse Worker (Helper)

II. JOB DUTIES:

Preparing plant beds
Propagation of seeds, bulbs, stock-plants, shrubs
Transplanting nursery stock
Preparing planting medias - soil, sand, artificial fertilizing, spraying,
pruning, and watering of stock
Care of Greenhouses, tools and equipment
General maintenance and grounds and facilities

III. WORKING CONDITIONS:

Indoors in Greenhouse, often warm and very humid
Outdoor conditions involve physical strenght and
frequently getting dirty - hands and clothes
Contact with chemicals and sprays
Year-round work, hourly pay and employer paid benefits

IV. JOB REQUIREMENTS:

Background in use of Greenhouse, cold frames and related structures
Knowledge of propagation techniques
Plant identification and care requirements
Soil and planting media preparation

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGES:

General knowledge of Greenhouses and related structures, their uses, operation
and cababilities
Factors affecting germination, rooting and transplanting, and general plant growth
Must understand measurements; linear, perimeter area and cubic, propagation
techniques, also ratios formulas, charts and graphs, temperature, coils and other
planting media
Good memory and able to follow detailed oral instructions

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEAMNDS:

Reading: Labels and package instructions, generally minimal
amount required.

Math: Basic computations, area, perimeter, cubic calculations.
Ratios and formulas - follow graphs and charts

Lang. Arts. Verbal: Understood by co-worker, able to understand
verbal instructions.

Written: Labeling of stock

JOB PROFILE WORKSHEET CONTINUED

ADDITIONAL INFORMATION:

1. *Disadvantages: May be periodically laid off due to seasonal demand
Atmosphere is generally dirty, warm, and humid
Frequent contact with chemical sprays and powders
Often physically demanding*
2. *Advantages: Employable without extensive training
Tasks are generally repetitive in nature, can easily become very proficient
During busy seasons, overtime available
Chance for easy advancement or with basic skills after short time and small investment may become independent.*
3. *Training Opportunities: On the job and trade or vocational schools
Extension courses at home*

COURSE: Horticulture/Floriculture

OCCUPATION: Greenhouse Worker (Helper)

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
<p>... To become familiar with processes needed to grow plants</p> <p>... To become familiar with greenhouse maintenance</p> <p>... To become familiar with identification of annual perennials, houseplants and vegetables</p> <p>... To become familiar with different ways of growing and reproducing of plants</p> <p>... To become familiar with creating terrariums and gardens</p> <p>... To become familiar with seeding, transplanting and potting</p> <p>... To become familiar with sales and records</p> <p>... To become familiar with different types of soil</p> <p>... To become familiar with forcing bulbs, shrubs, and trees</p> <p>... To become familiar with basic flower arrangements</p> <p>... To become familiar with supplies used by a florist</p> <p>... To understand how and why to sterilize soil</p>	<p>... Collect, identify and classify</p> <p>a) seeds</p> <p>b) plants</p> <p>c) annuals</p> <p>d) perennials</p> <p>e) vegetables</p> <p>... Grow seasonal plants</p> <p>... Propagate plants</p> <p>... Make charts of shade and sun plants</p> <p>... Design and create terrariums</p> <p>... Design and plant miniature gardens</p> <p>... Design and plant hanging pots</p> <p>... Sell plants</p> <p>... Complete sales slips for plant sales</p> <p>... Cross pollinate plants</p> <p>... Make flats</p> <p>... Maintain greenhouse and work area</p> <p>a) clean</p> <p>b) water</p> <p>c) feed</p> <p>d) trim</p> <p>e) stake</p> <p>f) transplant</p> <p>... Use seeds and plants to study different shapes, colors, sizes and growing procedures</p> <p>... Plant identification</p> <p>a) research books and pamphlets</p> <p>b) make charts</p> <p>c) label plants</p> <p>... Make a journal of plant identification projects</p>	<p>Seeds</p> <p>Soil</p> <p>Sterilizer</p> <p>Perlite</p> <p>Vermiculite</p> <p>Sand</p> <p>Markot pack</p> <p>Dibbles</p> <p>Plants</p> <p>Garden knife</p> <p>Trowels</p> <p>Fertilizers</p> <p>Pots</p> <p>Greenhouse</p> <p>Sprinklers</p> <p>Racks</p> <p>Shovels</p> <p>Plastic sheets</p> <p>Labels</p> <p>Pens</p> <p>Seed catalogues</p> <p>Boards</p> <p>Nails</p>	<p>Height</p> <p>Weight</p> <p>Depth</p> <p>Market packs</p> <p>Perlite</p> <p>Vermiculite</p> <p>Dibbles</p> <p>Pollination</p> <p>Germinate</p> <p>Peat pots</p> <p>Terrariums</p> <p>Plant names</p> <p>Greenhouse</p> <p>Ph values</p> <p>Acid</p> <p>Alkaline</p> <p>Neutral</p> <p>Clay</p> <p>Styrofoam</p> <p>Sterilize</p> <p>Propagate</p>	<p>Basic Gardening</p> <p>Sunset Series</p> <p>Better Homes & Gardens</p> <p>Gardenbook, McGraw Hill</p> <p>Greenhouses and Related Structures, Cornell</p> <p>Department of Education</p> <p>Greenhouse Worker, Ohio University</p> <p>Greenhouse Crop Production</p> <p>University of Pennsylvania</p> <p>SLIDES</p> <p>Effect of Air Pollution on Plant Life, Cornell Dept. of Ed.</p> <p>Poinsetta, Ohio U.</p> <p>Geranium, Ohio U.</p> <p>Soil and Its Properties, Ohio U.</p> <p>FILMSTRIPS</p> <p>Garden Flowers (Annuals) I & II, Cornell</p> <p>Department of Education</p> <p>Propagation, Cornell</p> <p>Department of Education</p> <p>Landscaping Do's and Don'ts</p> <p>Cornell Department of Ed.</p> <p>Greenhouses-Uses and Designs, Cornell Department of Ed.</p> <p>TRANSPARENCIES</p> <p>All available from Cornell</p> <p>Department of Education:</p> <p>Plant Identification</p> <p>Plant Propagation</p> <p>Pruning and Training Plants</p> <p>Teacher Made Material</p>

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS,
OTHER MATERIALS

a) drawings
b) charts
... Plant flower boxes
... Prepare proper soil mixes
per type of plants
... Experiment with feeding of
plants
... Adjust ventilation, heat, and
light
... Maintain stock
... Gather various types of
branches from outside areas
and discuss different charact-
eristics of each
... Force bulbs and plants
Pot
Store in cold frame
Remove from bloom
... Create arrangements
a) wild flowers
b) plastic flowers
... Sterilize soil
... Test soil
... Practice writing sales slips
and making change
... View slides, filmstrips, and
transparencies and complete
teacher made ditto for each
... Choices of assignments for
evaluation and motivation



PERSONAL GROOMING/COSMETOLOGY OCCUPATIONS

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OCCUPATIONAL READINESS CENTER

COURSE: PERSONAL GROOMING/COSMETOLOGY OCCUPATIONS

UNITS:

First Quarter: Beautician
Manicurist

Personal Grooming (For selected students.)

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

TRADE: Cosmetology/Personal Services

I. JOB TITLE: Beautician/Manicurist

II. JOB DUTIES:

Suggest hair styling, according to physical features of customer and current styles, or follow customer's instructions for styling.
Style hair by cutting, trimming, and tapering
Shampoo hair and scalp with various ingredients and rinses
Curl hair with rollers or pins
Apply bleach, dye or tint to color customer's hair
Suggest cosmetics for conditions such as dry or oily skin
Massage scalp and give other hair and scalp-conditioning treatments
Clean, shape, and polish fingernails and toenails
Perform other beauty services, such as giving face or neck massages, shaping and coloring eyebrows or eyelashes, removing unwanted hair, or applying hair-straightening liquids
Schedule appointments

III. WORKING CONDITIONS:

Work in a beauty salon or large shop
Be subject to cuts from scissors and razors and burns from hair dryers
Be exposed to strong odors from various hair preparations and lotions
Work with and around all kinds of people

IV. JOB REQUIREMENTS:

Speak, read, and write English so as to understand instructions and speak to customers
Complete a minimum of 1,000 hours in the theory and practice of Cosmetology in an approved school
Take and pass licensing examination to obtain a permanent license
Renew license every 2 years
Use eyes and hands at the same time
Move fingers rapidly and accurately to work with small objects
Be alert to similarities or differences in colors
Be able to stand most of the day

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Chemical compositions of nails, hair, skin
Mixtures used in preparation of rinses, dyes, etc.

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read directions for mixing various preparations
Math: Accurate measurement and timing
Verbal: Be able to understand and communicate with customers
Written: Be able to keep appointment books
Able to fill out various forms

ADDITIONAL JOB INFORMATION:

1. Disadvantages: Earnings vary greatly from week to week depending on amount of tips
2. Advantages: Part time work generally available
3. Training opportunities: Vocational Schools-Cosmetology Schools

IX. EVALUATION:

As determined by team of teachers

2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
<p>... To know the skills and physical requirements to be a beautician</p> <p>... To be aware of the working conditions</p> <p>... To become familiar with the duties of the dispensary clerk and shopkeeper</p> <p>... To become acquainted with safety precautions</p> <p>... To understand bacteria and sterilization</p> <p>... To identify equipment and its use</p> <p>... To become familiar with the proper procedure for giving a manicure</p> <p>... To become familiar with proper procedure for a hand and arm massage</p> <p>... To understand nail structure and disorders</p> <p>... To become familiar with the proper procedure for giving a facial</p> <p>... To understand skin and its functions</p> <p>... To understand the necessity for a clean skin</p> <p>... To know and identify make-up</p> <p>... To understand the proper use of make-up</p> <p>... To become familiar with the composition of hair</p> <p>... To become familiar with the proper procedure for giving a shampoo</p> <p>... To become familiar with</p>	<p>... Reading and discussion of Job Profile (duties)</p> <p>... Discuss safety/sanitation</p> <p>... Discussion and reading of attitudes, grooming and attire</p> <p>... Class discussion of the use of the dispensary check-out sheet and the proper procedure for checking supplies out and in</p> <p>... Class discussion of state laws concerning sterilization and sanitation</p> <p>... Display and identify equipment used in giving a manicure</p> <p>... Demonstrate the correct procedure for giving a manicure</p> <p>... Set up the manicure table</p> <p>... Students to pick a partner and practice giving a manicure</p> <p>... Classroom reading and discussion on the structure and disorders of the nail</p> <p>... Display and identify equipment for a facial</p> <p>... Test students' knowledge of the equipment used in giving a facial</p> <p>... Demonstrate the correct procedure for giving a facial</p> <p>... Students to choose a partner and practice giving a facial</p> <p>... Classroom reading and discussion on the function</p>	<p>Manicure pillow</p> <p>Soak bowl</p> <p>Polish</p> <p>Cuticle remover</p> <p>Nail polish remover</p> <p>Base</p> <p>Nail hardener</p> <p>Wonder nail</p> <p>Hand lotion</p> <p>Steel pusher</p> <p>Orange wood stick</p> <p>Emery board</p> <p>Nail brush</p> <p>White pencil</p> <p>Spatula</p> <p>Cleansing cream</p> <p>Massage cream</p> <p>Astringent</p> <p>Tissues</p> <p>Creamy cleanser</p> <p>Base</p> <p>Eye shadow</p> <p>Eye liner</p> <p>Mascara</p> <p>Blush</p> <p>Lipstick</p> <p>Q-tips</p> <p>Practikin</p> <p>Practikin holder</p> <p>Afro comb-rake</p> <p>Rat tail comb</p> <p>Finger wave comb</p> <p>Afro pick</p> <p>Hair lift</p> <p>Round brush</p> <p>Hair brush</p> <p>Roller caddy</p> <p>Clips</p> <p>End papers</p>	<p>Manicure pillow</p> <p>Soak bowl</p> <p>Cuticle</p> <p>Steel pusher</p> <p>Orange wood stick</p> <p>Emery board</p> <p>White pencil</p> <p>Dispensary clerk</p> <p>Shopkeeper</p> <p>Spatula</p> <p>Cleansing cream</p> <p>Massage cream</p> <p>Astringent</p> <p>Creamy cleanser</p> <p>Cotton swabs</p> <p>Practikin</p> <p>Practikin holder</p> <p>Afro comb</p> <p>Rake</p> <p>Rat tail comb</p> <p>Finger wave comb</p> <p>Afro pick</p> <p>Roller caddy</p> <p>End papers</p> <p>Spray bottle</p> <p>Permanent wave</p> <p>Ear shields</p> <p>Ultra Sheen</p> <p>Oven</p> <p>Pressing comb</p> <p>Pressing curler</p> <p>Pressing cream</p> <p>Attitude</p> <p>Shampoo</p> <p>Manicure</p> <p>Facial</p> <p>Styling</p> <p>Comb out</p> <p>Buffer</p>	<p>Theory of Beauty Culture Rutgers University The Beautician McGraw Hill The Van Dean Manual Milady Publishing Company Standard Textbook of Cosmetology, The Keystone Publications, Inc. Guide to Beauty Culture Ethnic Hairdressing Rutgers University 24 Practice Hairstyles Featuring Classic Movements, Keystone Publications Mathematics for Cosmetology-Part I and II, Rutgers University</p> <p>WORKBOOKS</p> <p>Van Dean Theory Milady Publishing Co. Van Dean Practical Milady Publishing Co.</p> <p>TRANSPARENCIES</p> <p>Facial, Hair and Manicure 3M Company</p> <p>SLIDES</p> <p>The Many Faces of Beauty A Step-by-Step Make-up Application for Dark Skins, Milady Publishing Co. Basic Hairdressing Techniques, Teacher's Guide and Slide Presentation, Rutgers University</p>

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATII	TEXT, WORKBOOKS OTHER SUPPLIES
<p>the proper procedure for a pin curl set</p> <p>... To become familiar with the proper procedure for a roller set</p> <p>... To become familiar with the proper procedure for a permanent wave rod set</p> <p>... To become familiar with the proper procedure for comb outs and styling</p> <p>... To become familiar with the proper procedure for using the curling iron</p> <p>... To become familiar with the proper procedure for cornrowing</p> <p>... To become familiar with the proper procedure for thermal straightening</p> <p>... To become familiar with the proper procedure for thermal curling and waving</p> <p>... To become familiar with inventory and ordering procedures</p> <p>... To become acquainted with the receptionist duties of a beautician</p> <p>... To become familiar with the actual operation of a beauty salon</p>	<p>and structure of the skin</p> <p>... View slides, listen to cassette and take quiz on make-up application</p> <p>... Demonstrate the correct procedure for applying make-up</p> <p>... Classroom reading and discussion on hair composition, structure analysis and disorders and styles best suited for particular face shapes</p> <p>... Demonstrate the correct procedure for a shampoo</p> <p>... Students to choose a partner and practice shampooing</p> <p>... View slides for pin curl sets</p> <p>... Demonstrate the correct procedure for pin curl sets</p> <p>... View slides of fingerwave sets</p> <p>... Demonstrate fingerwave sets</p> <p>... Demonstrate the proper procedure for a roller set</p> <p>... Students to practice correct methods of fingerwaving and roller sets</p> <p>... Demonstrate the correct procedure for a permanent wave rod set</p> <p>... Students to practice a permanent wave rod set</p> <p>... Display and discuss various hair styles and comb outs</p> <p>... Demonstrate comb-outs and styling</p>	<p>Spray bottle</p> <p>Permanent wave rods</p> <p>Bobby pins</p> <p>Hair pins</p> <p>Blow dryer</p> <p>Curling iron</p> <p>Hair net</p> <p>Ear shields</p> <p>Hair spray</p> <p>Ultra sheen</p> <p>Oven</p> <p>Pressing comb</p> <p>Pressing curler</p> <p>Pressing cream</p> <p>Cotton</p> <p>Buffer</p> <p>Towels</p> <p>Manicure table</p> <p>Protective cloth</p> <p>Dryer</p> <p>Sink</p> <p>Shampoo</p> <p>Disinfectant solution</p> <p>Container</p> <p>Lip stick brush</p> <p>Facial mask</p> <p>Fake nails</p> <p>Scissors</p> <p>Manicure stool</p> <p>Styling chair</p> <p>Shampoo chair</p> <p>Receptionist desk and chair</p> <p>Styling tables</p> <p>Rolling storage cabinets</p> <p>Display unit</p> <p>Teletrainer</p>	<p>Manipulation</p> <p>Rotate</p> <p>Massage</p> <p>Matrix</p> <p>Nail bed</p> <p>Lunula</p> <p>Bacteria</p> <p>Sterilization</p> <p>Pores</p> <p>Texture</p> <p>Acne</p> <p>Disinfectant</p> <p>Follicle</p> <p>Medulla</p> <p>Cortex</p> <p>Elasticity</p> <p>Porosity</p> <p>Root</p> <p>Shaft</p> <p>Bulb</p> <p>Sectioning</p> <p>Dermatology</p> <p>Elimination</p> <p>Glands</p> <p>Absorption</p> <p>Epidermis</p> <p>Dermis</p> <p>Appendage</p> <p>Free edge</p> <p>Hangnail</p> <p>Keratin</p> <p>Mantle</p> <p>Pedicure</p> <p>Antiseptic</p> <p>Back combing</p> <p>Cosmetics</p> <p>Deodorant</p> <p>Implement</p> <p>Nape</p>	<p>FILM LOOPS</p> <p>Cosmetologist</p> <p>Encyclopedia Britannica</p> <p>FIELD TRIPS</p> <p>Land of Oz Beauty Salons</p> <p>International House of Design</p> <p>Tech Center Classes</p> <p>GUEST SPEAKERS</p> <p>Land of Oz Hair Stylist</p> <p>Merle Norman Cosmetics</p> <p>Holiday Magic Cosmetics</p> <p>Zuri Cosmetics</p> <p>Redkin Cosmetics</p> <p>Teacher made appointment sheets</p> <p>Teacher made step by step instruction sheets</p> <p>Teacher made dispensary check-out sheets</p> <p>Inventory forms</p> <p>Order forms</p> <p>Receipts</p> <p>Telephone book</p> <p>Fake money</p> <p>Teacher Made Materials</p>

COURSE: Exploring Cosmetology/Personal Services

OCCUPATION: Beautician/Manicurist

NO. 1 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
	<ul style="list-style-type: none">... Students to practice comb-outs and styling... Class reading and discussion on blow drying... Demonstrate using the curling iron... Students to choose a partner and practice using the curling iron... Demonstrate corn-rowing... Students to practice corn-rowing... Class reading and discussion on thermal straightening curling and waving... Display and identify equipment used for thermal straightening, curling and waving... Test students' knowledge of equipment used in thermal straightening, curling and waving... Demonstrate thermal straightening, curling and waving... Students to practice thermal straightening, curling and waving... Class discussion and practice in completing inventory and order forms... Students to count and list quantities on hand of all supplies... Students to complete order forms for items in short supply... Using teacher made conversations, students order		<ul style="list-style-type: none">NippersPigmentSanitationSebumInventoryReceptionistReceipts	

COURSE: Exploring Cosmetology/Personal Services

OCCUPATION: Beautician/Manicurist

NO. 1 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
	supplies and take and re- cord appointments using the teletrainer ... Complete receipts, total receipts, and make change ... Using teacher made ap- pointments for students in other classes ... Complete receipts for appointments for students in other classes ... Students to perform various services for other students in the building ... Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and skills as a beautician	7.		315
	314			

PERSONAL GROOMING

PERSONAL GROOMING FOR SELECTED SPECIAL EDUCATION STUDENTS

- I. To introduce students to the importance of good grooming in any occupation.
 - A. Set up a grooming schedule and record daily.
- II. To learn the correct procedures for caring for the body.
 - A. Bath, shower or sponge bath.
 - B. Washing face and hands.
 - C. Acne
 - D. Eyebrows
 - E. Teeth and mouth care
 - F. Make-Up
 - G. Shampoo and hair care
 - H. Use of deodorant
 - I. Feminine Hygiene
 - J. Manicure
 - K. Hair removal
 - L. Pedicure
- III. To understand the importance of good nutrition and daily exercise on one's appearance.
- IV. To learn to choose the appropriate clothing for different occasions.
- V. To learn to care for clothing
 - A. Laundry
 - B. Dry cleaning
 - C. Simple mending
- VI. To be able to read the directions for using grooming products.
- VII. To form correct attitudes towards appearance and work.
- VIII. To be able to complete simple forms.
- IX. To be able to purchase grooming products.
 - A. Recognize and count money.
- X. To acquaint students with job responsibilities and the importance of being on time.
 - A. To be able to tell time.

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO: 1

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To acquaint students with the importance of good grooming.
... To introduce students to the principles of good grooming.
... To understand how frequently each grooming task should be performed.
... To learn how to properly cleanse the skin.
... To understand the correct procedure for taking a bath, shower or sponge bath.
... To learn the correct procedure for washing face and hands.
... To learn how to care for acne.
... To learn the correct procedure for tweezing eyebrows.
... To learn how to correctly brush the teeth and use dental floss and mouthwash.
... To understand the importance of regular dental checkups.
... To learn to choose appropriate makeup.
... To be able to apply makeup properly.

... Complete teacher made self-care survey.
... Read, discuss and complete pages 1-3 in Plans For Living workbook, "Taking Care of Yourself".
... Distribute letters explaining the course for parental permission to perform grooming activities.
... Field trip to purchase appropriate supplies for each student.
... Distribute self grooming chart for daily, weekly, monthly and yearly requirements followed by teacher explanation and class discussion.
... Discuss how grooming can affect getting and keeping a job.
... Distribute personal grooming supplies and cases appropriate for each student.
... View films followed by teacher directed discussion.
... View filmstrip and listen to cassette followed by teacher directed discussion.
... Demonstrate the proper cleansing of skin with step by step directions.
... Read, complete and discuss, "Taking Care of Your Body", page 22 in Plans For Living with teacher supervision and direction.

Folders
Paper
Pencils
Survey
Cases
Grooming supplies
Soap
Water
Sink
Shower
Wash cloth
Towel
Cotton
Astringent
Sea-breeze
Buff-puff
Softening cream
Tweezers
Antiseptic
Mirrors
Tooth brush
Tooth paste
Dental floss
Red Tablets
Mouth wash
Cups
Cream
Lotion
Base
Eye shadow
Mascara
Blush
Lip stick
Eyebrow pencil
Washcloth
Alcohol

Grooming
Style
Hair
Wash
Comb
Tweeze
Eyebrows
Repair
Apply
Make-up
Manicure
Nails
Daily
Shower
Deodorant
Body Ordor
Dirt

Brand Names:

Safe-guard
Dial
Life-buoy
Cost of above items.
Astringent
Pore
Oil
Black head
Bacteria
Germs
Acne
White Head
Tweezing
Tweezers
Antiseptic
Arch
Eyebrow
Oral hygiene

TEXTS
Plans for Living,
Fearon Pub. Company

KITS
Personal Care, Proctor and
Gamble Educational Services

FILMS
All About Me, State of
New Jersey
A Time and a Place,
Sterling Films
Body Care and Grooming,
University of Missouri
How to Be Well Groomed,
University of Missouri
Good Looks-Here and
Now, Modern Talking Pictures

FILMSTRIP &
CASSETTE
Good Grooming General,
RMI Educational Films,
Inc.

FIELD TRIPS
CVS
Cecere's Rexall Pharmacy
Caldor's

TEXT
Plans for Living, Fearon
Publishing Company

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 2

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To learn the proper procedure for cleansing the ears.

... To learn how to properly care for pierced ears in order to prevent infection.

... To learn how to totally care for one's own hair.

... To understand the reasons for shampooing.

... To be able to identify one's own hair type.

... To be able to choose the correct shampoo and conditioners.

... To learn how to correctly shampoo one's own hair.

... To be able to comb, part and blow dry one's own hair.

... To understand the importance of a good hair cut which is easy to care for.

... To understand what hair style is appropriate for one's self.

... To understand the causes of body odor.

... To be able to choose the proper deodorant.

... To know when and why deodorant should be used.

... Read and discuss Face and Skin Care from Personal Development.

... Have students practice taking a shower and giving themselves a sponge bath using the appropriate procedure.

... View and discuss film strip "Face Facts".

... Daily class discussion on alternative methods of keeping the skin clean, with emphasis on the parts of the body that cause odors.

... Review critical vocabulary.

... Class discussion of how inexpensive it is to keep the body clean.

... View films followed by teacher directed discussion of each.

... Demonstrate the correct procedure for washing face and hands with step-by-step directions to include using the hands rather than a face cloth.

... Have students practice this procedure in groups of five at sinks under teacher direction.

... Have students close pores with the use of an astringent.

... Identify the students with acne.

... Read, discuss and complete "Taking Care of Your Skin",

Brush
Comb
Shampoo
Cream rinse
Blow dryer
Ultra-sheen conditioner
Rollers

Round brushes
Picks
Clips
Electric curling iron

Conditioner
Deodorants
Sanitary napkins
Sanitary pants
Sanitary belts
Tampons
Toilet paper
Electric razor

Powder
Polish kit
Orangewood stick

Soak bowl
Hand lotion
Emery board
White pencil
Bowl

Nail clipper
Fake fingernails
Scale

Tape measure
A change of clothing
Samples of apparel for all occasions

Samples of improperly cared for clothing
Detergent

Dental
Plaque
Bad breathe
Dental floss
Circular
Mouth wash
Base
Eye shadow
Mascara
Blush
Lipstick
Eyebrow pencil
Eye lash

Cheeks
Fore-head
Cosmetics
Cream
Lotion
Gaudy
Natural

Cost of Items
Infection
Hearing loss
Deafness
Alcohol

14 carat gold
Ear drum
Cotton swabs
Oily hair
Dry hair
Dandruff

Damaged hair
Lather
Becoming
Attractive
Manageable
Blow drying
Roller

Personal Development

FILMSTRIP &
CASSETTE

Face Facts, Skin and Hair Care, RMI Educational Films, Inc.

FILMS
It's Up To You,
Armour-Dial Co.

The Beauty of You, Avon

KITS
Personal Care, Proctor and Gamble Educational Services

FILMSTRIPS &
CASSETTES
Self-Care Series, The Problem Acne, Interpretive Education.

FILMS
Teen-Aged? Have Acne?, Sterling Films
Young Reflections, Modern Talking Pictures

Pictures taken from
"Seventeen", "Glamour",
"Ladies' Home Journal",
"McCalls" and "Ebony".

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 3

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To understand the increased importance of cleanliness during menstruation.

... To be able to choose the correct products for use during menstruation.

... To be able to properly dispose of used products during menstruation.

... To understand the benefits of hair removal.

... To become acquainted with a method of hair removal.

... To be able to remove hair from under one's arms and one's legs.

... To learn how to properly care for the hands, nails, feet and toenails.

... To understand the manicure and pedicure and their benefits.

... To be able to give self a manicure and a pedicure.

... To understand the basic principles of good nutrition and how it affects personal appearance

... To learn the Basic Four Food Groups.

... To be able to evaluate one's own diet and correct it.

page 23 in Plans for Living with teacher direction and supervision.

... Class discussion of the causes and prevention of acne.

... View filmstrip and listen to cassette on acne, its causes, prevention and cures followed by teacher directed discussion.

... Demonstrate use of the buff-puff.

... Have students develop and use a daily schedule for care of acne.

... View films followed by teacher directed discussion.

... Identify students who need to tweeze their eye brows.

... Demonstrate the correct procedure for tweezing eye-brows.

... Have those students who require it, tweeze their eye-brows under close teacher supervision.

... Introduce proper care of teeth by viewing film, Teeth Are Good Things to Have followed by teacher directed discussion.

... Read, discuss, and complete "Taking Care of Your Teeth" page 25 in Plans for Living with teacher direction and supervision.

Bleach
Washing machine
Dryer
Ironing board
Iron
Hangers
Needles
Thread
Needle threader
Clothing items in need of repair
Various grooming products

Clip
Scrub
Clean rinse
Lukewarm
Hot
Cold
Shampooing
Conditioner

Brand Names:
Tegrin
Sebulex
Clairol Herbal
Essence
Breck

Brand Names:
Secret
Ban
Mitchum
Deodorant
Anti-perspirant
Hygiene
Sanitary napkin
Sanitary pants
Sanitary belt
Tampon
Germs
Menstrual flow
Menstruation
Odor
Perspiration
Body Odor
Feminine hygiene
Shaving
Razor
Underarm

Break Beauty Boutique
Pictures
John H. Breck Inc.

FILMSTRIPS &
CASSETTES

"Self-Care Female, Medical,
Dental and Optical Care,
Interpretive Education
Teeth Care, Interpretive
Education

FILMS

Teeth Are Good Things to
Have, Johnson & Johnson
Take Time For Your
Teeth, Sterling Films
Healthy Teeth-Happy
Smile, State of Missouri
How To Clean Your Teeth
State of Missouri
Matter of Choice,
State of Missouri
Teeth, Modern Talking
Pictures
Gateway to Health,
State of Missouri
Teeth, The Development
and Care, State of Missouri
Preventive Dentistry in B
Sharp, Modern Talking
Pictures
The Haunted Mouth,
Modern Talking Pictures
Showdown at Sweet Rock
Gulch, Modern Talking
Pictures

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 4

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... To understand the value and benefits of daily exercise.
... To be able to do simple exercises to improve personal appearance.
... To become acquainted with appropriate dress for different occasions.
... To be able to coordinate colors.
... To be able to coordinate patterns and designs.
... To be able to choose appropriate shoes, socks and stockings.
... To understand the importance of the proper care of clothing.
... To be aware of the different cleaning methods of clothing and be able to determine the proper one.
... To be able to do laundry by hand.
... To be able to do laundry in an automatic washer and dryer.
... To be able to recognize dirty clothing.
... To be aware of clothing, which must be laundered after each use.

... Demonstrate the correct procedure for brushing teeth.
... Read and discuss "Care of the Teeth" in Personal Care with teacher direction and supervision.
... Have students practice step-by-step brushing procedure in groups of five with the teacher.
... View films, Take Time for Your Teeth, Healthy Teeth-Happy Smile, and How to Clean Your Teeth followed by teacher directed discussion
... Following brushing students are to chew red tablet to indicate portions of teeth that have gone unbrushed.
... Have students brush again where indicated.
... View films Matter of Choice, Teeth, Gateway to Health, and The Haunted Mouth followed by teacher directed discussion.
... Demonstrate the use of dental floss.
... Have students practice using dental floss.
... Demonstrate the use of mouthwash.
... Have students view filmstrips and listen to cassettes on dental care followed by teacher directed discussion of each.

Manicure
Cuticle
Orangewood stick
Soak bowl
Hand lotion
Emery board
White pencil
Polish
Polish remover
Base
Cuticle remover
Pedicure
Nail clipper
File
Hang nail
Chapped
Nutrition
Diet
Balanced
Four Basic Food Groups
Count and measure servings
Height
Weight
Measurements
Bust
Hip
Thigh
Calf
Ankle
Upper arm
Posture
"Standing tall"
Inch
Dress clothing
Work clothing
Casual clothing

Merlin's Magical Message,
Modern Talking Pictures

FIELD TRIPS
Local dentist's office

SLIDES
Milady Make-up Slides
Milady Pub. Co.

FILMSTRIPS &
CASSETTES
Self-care Female Make-up
Interpretive Education

RESOURCE BOOK
The Great Looks Book
Bonnie Bell
Editorial Services Inc.

FILMSTRIPS &
CASSETTES
Self-Care Female, Hair
Care, Interpretive Education
Face Facts-Skin & Hair
Care, RMI Educational
Films, Inc.

FILMS
Really Understanding
Your Hair,
Modern Talking Pictures

MAGAZINES
American Hairdresser

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 5

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS
OTHER MATERIALS**

... To learn to do simple mending.

... To be able to read the directions for using grooming products.

... To be able to select suitable grooming products within an available budget.

... To form the correct attitudes toward appearance and work.

... To be able to complete simple forms.

... To be able to recognize and count money.

... To be able to tell time.

... To acquaint students with job responsibilities and the importance of being on time.

... View films Teeth, The Development and Care and Preventive Dentistry in B Sharp followed by teacher directed discussion.

... Field trip to a dentist's office.

... Identify each student's last dental appointment.

... Class discussion of importance of visiting the dentist every six months.

... View films Showdown at Sweet Rock Gulch and Merlin's Magical Message followed by teacher directed discussion.

... Class discussion of the purpose of make-up, to include the appropriate and inappropriate use of make-up.

... View make-up slides, followed by discussion and teacher made quiz.

... Teacher to read "Make-up and Special Creams or Lotions" followed by class discussion.

... Identify students who wish to learn to use make-up.

... View filmstrip and listen to cassette on make-up.

... Have those students who wish to do so, practice applying make-up on a daily basis under close teacher supervision, after they have

Clash
Coordinate
Sloppy
Neat
Proper fit
Patterns
Designs
Gently cycle
Lukewarm
Cool
Wash and wear
Drip dry
Tumble dry
Dry clean only
Cool iron
Permanent press
Machine wash
Hand wash
Laundromat
Shrink
Wrinkles
Stains
Spots
Ground in dirt
Detergent
Bleach
Directions
Massage
Thoroughly
Squeeze
Excess
Distribute
Evenly
Work through
Apply
Re-apply
Daily

WORKBOOKS
Practice Hairstyles,
Keystone Pub. Company

Guest Speakers

KITS
"Growing Up and Liking It"

Recorded Lessons in
Feminine Hygiene for
Special Education Classes.
The Feminine Hygiene Kit
Personal Products Co.

FILMS
Naturally a Girl
Kimberly-Clark

Teacher Made Pictures

FILMSTRIPS &
CASSETTES
Self-Care Female-Hand
and Foot Care
Interpretive Education

TEXT
Personal Development

Magazine pictures of the
pedicure.

Teacher made laminated
paper nails

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 6

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

practiced washing their face and hands.
... Have students identify appropriate and inappropriate make-up for different occasions in magazines.
... Use Bonnie Bell Book for students to practice coloring in make-up with chalk and crayons.
... Have students evaluate how make-up looks on each other.
... Read, discuss and complete "Taking Care of Your Ears", page 28 in Plans for Living with teacher supervision and direction.
... Class discussion of the importance of proper ear care to include the ill effects of cotton swabs or sharp objects in the ears.
... Demonstrate the proper procedure for cleansing ears.
... Students to practice cleaning their own ears with close teacher supervision.
... Demonstrate the appropriate care of pierced ears.
... Students with pierced ears to practice care with close teacher supervision.
... View filmstrips and listen to cassettes on hair care followed by teacher directed discussion.

Weekly
Bi-weekly
Annual
Cooperate
Temper
Share
Popular
Patience
Stealing
Arguing
Problem
Solve
Instructions
Personality
Application
Middle name
County
Country
City
State
Single
Zip code
Married
Social Security No.
Male
Divorced
Female
Widowed
Mother's name
Father's name
Schools attended
Subjects studied
U.S. citizen
Dependents
References
Employee
Employer

FILMS
The Beauty of You, Avon
And Everything Nice,
State of Missouri

Cardboard and flannel
foods, Balanced Meals,
Instructor

FILMS
Facts About Figures,
State of Missouri
Posture Habits,
State of Missouri
Posture in Motion,
Modern Talking Pictures
From Toe to Tip,
State of Missouri

TEXTS
Going Places with Your
Personality,
Fearon Publishing Co.

MAGAZINES
McCall's
Ladies' Home Journal

Articles of clothing

Laminated paper dolls and
clothing

Teacher made materials

FILMS
Clothing Communicates,

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 7

LEARNING GOALS

LEARNING ACTIVITIES

**TOOLS, EQUIPMENT
SUPPLIES**

**NEW TERMINOLOGY
MATH**

**TEXT, WORKBOOKS
OTHER MATERIALS**

... Read, discuss and complete "Taking Care of Your Hair", page 24, in Plans for Living with close teacher direction and supervision.

... Identify each student's hair and scalp type.

... Assign the proper shampoos and conditioners for each type.

... Assist each student in determining how frequently to shampoo.

... View films followed by teacher directed discussion.

... Teacher to read and discuss "Care of the Hair", Personal Care.

... Demonstrate the proper procedure for shampooing one's own hair with step-by-step directions.

... Have students practice combing tangles out of their hair prior to shampooing.

... Demonstrate the appropriate method of washing one's comb and brush prior to shampooing.

... Have students wash their own comb and brush.

... Have students practice in groups of five shampooing their own hair again with step-by-step instructions.

... Demonstrate the proper procedure for parting the

Previous Employment
Penny
Nickel
Dime
Quarter
Half dollar
Silver dollar
One dollar bill
Two dollar bill
Five dollar bill
Ten dollar bill
1 cent
5 cents
10 cents
25 cents
50 cents
\$1.00
\$2.00
\$5.00
\$10.00
Counting money and change.
Shifts
Check-in-time
Work station
Daily time
Schedule
Quitting time

Modern Talking Pictures
Clothes and Your Line and Proportion,
State of Missouri

**FILMSTRIPS &
CASSETTES**
Self-Care Series,
Wardrobe, Interpretive
Education
Fashion Formulas,
RMI Education Films

FIELD TRIPS
Caldor's
Pickwick Village
Shoetown
Econowash

Teacher Made Grooming
Chart

TEXTS
Going Places with Your
Personality
Fearon Pub.

FILMS
Your Job-Good Work
Habits,
University of Missouri

WORKBOOKS
A Step-by-Step Approach
to Learning How to Fill
Out Application Forms
Frank E. Richard Pub. Co.
Inc.

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 8

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

hair.
... Have students part their own hair.
... Demonstrate the use of the blow dryer.
... Have selected students practice using the blow dryer under close teacher supervision.
... Demonstration and class lecture by a professional beautician emphasizing the importance of the hair cut and the appropriate style for the individual.
... Using magazines, pictures and styling books assist students in choosing a becoming hair cut and style which they can manage themselves.
... Teachers to provide the opportunity for the hair cut to be given.
... Practice on hair care procedures to continue throughout course.
... Class discussion of the causes of body odor and the parts of the body most likely to produce odor.
... Display and discuss different types and brands of deodorants and anti-perspirants.
... Teacher directed reading and discussion of deodorants using the Personal Care Kit, Deodorants.

Money Makes Sense,
Fearon Publishing Co.
Time and Telling Time,
Fearon Publishing Co.

FILMSTRIPS &
CASSETTES
Money, Interpretive Edu.
Time, Interpretive Edu.

Coin Puzzles
Money Game
Coins and Bills,
Developmental Learning
Materials

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 9

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

*NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... Students to be assisted in choosing the proper deodorant for themselves. Teachers will encourage the use of a roll-on.

... With teacher instruction and close supervision, students will apply deodorant following their showers.

... Students to view "Naturally a Girl", followed by class discussion.

... Teacher edited "Growing Up and Liking It" from the Proctor and Gamble kit to be read to class.

... Display and discuss various products available for use during menstruation.

... Class discussion of why odor is caused by infrequent changes.

... Discuss and demonstrate proper methods for disposing of soiled sanitary napkins.

... Discuss the increased odor caused by underarm hair.

... View pictures showing models with and without hair on legs and underarms

... Class discussion of the models with better appearance.

... Demonstrate removal of hair from underarms and legs using an electric razor.

... Students to practice in groups of five with close teacher supervision.

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COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 10

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... Built in safety to include, never using an electric razor in a bathroom; or around water.

... Discuss the importance of properly caring for the hands and feet.

... View filmstrip and listen to cassette on hand and foot care.

... Read and discuss "Care of Hands and Nails" from the Proctor and Gamble Kit.

... Read and discuss "Finger nail care" from Personal Development.

... Display and identify materials and supplies used for manicuring and pedicuring.

... Demonstrate the manicure, using step-by-step instruction

... Have students practice filing fake nails.

... Have students practice polishing laminated paper nails.

... Have students practice giving themselves a manicure, following teacher's step-by-step instruction.

... Students to practice giving themselves a pedicure under close teacher supervision.

... Teacher directed discussion on how nutrition affects appearance.

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 11

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... Read, discuss and complete exercises "Helping Your Body to Grow", page 9 in Plans for Living with teacher direction and supervision.

... Students to list foods consumed previous day and with teacher, direction evaluate nutritional deficits.

... Students to place cardboard food into four basic food groups.

... Field trip to Friendly's to buy a balanced breakfast and provide an opportunity to practice newly learned grooming skills.

... Read, discuss, and complete exercises on "How Much You Should Weigh", page 21 in Plans for Living with teacher direction and supervision.

... Read, discuss and complete exercises on "Keeping Your Body Strong", page 30 in Plans for Living with teacher direction and supervision.

... Weigh and measure each student to include wrist, bust, hip, thigh, ankle, and upper arm.

... Determine ideal weight and measurements and establish goals for each student.

5

A.

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COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 12

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... With teacher direction and participation students exercise.

... Read and discuss "Posture", Personal Development.

... Students to check posture in mirrors to evaluate "standing tall".

... View films and discuss the importance of daily exercises.

... View filmstrips and listen to cassettes followed by teacher directed discussion.

... Display pictures and ask students to decide where people could be going in these outfits.

... Show articles of clothing and ask students where each might be worn and why.

... Read, discuss and complete page 23 in Going Places with Your Personality with close teacher direction and supervision.

... View films followed by teacher directed discussion of patterns.

... Ask each student to choose the proper attire for work, play or school for the various seasons of the year.

... Each student to prepare a shopping list of needed clothing items if they were going to work.

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COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 13

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... Use Sears Catalogue to have students choose appropriate items.

... Field trip to Pickwick Village, Caldors and Shometown to practice the selection of clothing.

... Class discussion of fact that all clothing has a care label.

... Display various articles of clothing in which students must find care labels.

... Help students learn to read and understand care labels.

... Display items that have not been cared for properly and discuss the consequences.

... Field trip to Econowash to learn to use washers, dryers and cleaning machines.

... Demonstrate hand washing

... Have class practice washing small items by-hand.

... Demonstrate the use of home washer and dryer in classroom.

... Have class practice using the home washer and dryer.

... Display examples of clothing with the most common type of soil e.g. spots, ring-around-the-collar.

... With teacher direction have students identify the soil and clean the clothing appropriately.

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 14

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... Identify students wearing soiled clothing have them change into their extra set of clothing and have them wash, dry and fold or hang up the clothing they were wearing.

... Class discussion of clothing which must be laundered after each use.

... Demonstrate threading a needle using a needle threader

... Students to practice threading a needle with teacher supervision.

... Demonstrate sewing on a button, repairing a hem and repairing a seam.

... Students to practice these procedures on items of clothing in need of repair which they have brought from home

... Have class practice reading labels on various grooming products.

... Compare examples of expensive products to inexpensive products.

... Teachers to assist each student in determining which grooming product they can afford.

... Students will review, with teacher, their teacher made grooming charts, daily, throughout the course.

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COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 15

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... Students will sign up to do their daily, weekly and bi-weekly tasks where needed, each day, with teacher assistance.

... View and discuss film, Your Job-Good Work Habits

... Read, discuss and complete

"Getting Along With Others",

"Getting and Giving Help"

and "Getting and Giving Instructions", page 13-38, in Going Places with Your Personality, under close teacher supervision and direction.

... Teachers to role play inappropriate work habits to develop student understanding.

... Students to take a pre-test to determine what information they can already fill in on an application.

... Students will be placed at their own level in filling out applications and will proceed at their own pace in learning how to fill in information.

... When all aspects of the application are mastered students will complete a post-test.

... Teacher to work with selected group of students in identifying coins.

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 16

LEARNING GOALS

LEARNING ACTIVITIES

TOOLS, EQUIPMENT
SUPPLIES

NEW TERMINOLOGY
MATH

TEXT, WORKBOOKS
OTHER MATERIALS

... View filmstrip and listen to cassette on money followed by teacher directed discussion.

... Selected students to practice purchasing grooming products with close teacher supervision.

... Assign selected students Money. Makes Sense books for additional practice in identifying coins.

... View filmstrip and listen to cassette on time followed by teacher directed discussion

... Teacher to work with selected group of students who are unable to tell time.

... Read, discuss and complete "The Parts of the Clock", "Telling the Hour", "Measuring Time", "After the Hour", "Before the Hour", "Half Hours", and "AM and PM Make a Day" in Time and Telling Time with close teacher supervision.

... Read, discuss and complete "Being on Time", page 3 and "Getting Things Done", page 39 in Going Places with Your Personality with close teacher supervision and direction.

GENERAL PROGRAM INFORMATION

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BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Putnam/Northern Westchester Education Center
Yorktown Heights, New York 10598

OCCUPATIONAL READINESS CENTER
OCCUPATIONAL EDUCATION

SCREENING REPORT

DATE _____

Student _____ District _____ School _____
(Last Name) (First)

Address _____

Date of Birth _____ Sex _____ Telephone No. _____

I.Q. _____ Date & Test _____ Attendance _____
Number of days out _____

Present Grade _____ Counselor _____

TYPE OF CLASS REQUESTED (Please indicate FIRST, SECOND or THIRD choice.)

- | | |
|---------------------------------------|--------------------------------------|
| 1. AGRICULTURE OCCUPATIONS _____ | 6. HEALTH SERVICE OCCUPATIONS _____ |
| BUILDING TRADES _____ | 7. AUTO TRADES _____ |
| 3. PERSONAL GROOMING (Selected) _____ | 8. COSMETOLOGY _____ |
| 4. FOOD TRADES _____ | 9. METAL TRADES _____ |
| 5. PERSONAL SERVICES (Selected) _____ | 10. BUILDING MAINTENANCE OCCS. _____ |

Family Name _____ Address _____

Father _____ Mother _____

Siblings _____

Guardian _____

Person to notify in lieu of parents _____ Phone No. _____

Family Physician _____ Phone No. _____

Parental attitude regarding BOCES and the Readiness Center _____

Was referral discussed? _____ Response _____

(Continued on Reverse Side)

CONFIDENTIAL INFORMATION

DCOH CLASSIFICATION

Pattern of academic development:

Handicapping Condition:

Strengths

Mentally Retarded

Weaknesses

Emotionally Disturbed /

Specific Learning Disabled

Speech Impaired

Deaf-Blind

Orthopedically Impaired

Interests

Visually Impaired

Deaf _____ Hard of Hearing _____

Behavior - Include situations producing desirable of undesirable behavior.

Other Health Impairment

Multihandicapped

Disadvantaged/Special Needs

Reading: _____
Actual Reading Level

Math: _____
Actual Arithmetic Level

Limited English Proficiency _____
Yes No

Major Language Spoken

ADDITIONAL INFORMATION NEEDED FOR PLACEMENT:

Prior attendance in Special Education (if applicable)

BOCES _____
Date

DISTRICT _____

COMMITTEE ON THE HANDICAPPED _____
Date

DISTRICT _____

VOCATIONAL/EVALUATION CENTER _____
Date

DISTRICT _____

ATTENTION:

1. All above requested information must be completed in full.
2. Additional information, such as teacher comments, recent psychological reports and transcripts should be included with the screening report.
3. Copy of student's most recent IEP.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Putnam/Northern Westchester Education Center
Yorktown Heights, New York 10598

OCCUPATIONAL READINESS CENTER
Occupational Education

MEDICAL FORM

DATE _____

STUDENT'S NAME _____

Is this student receiving medication? _____ Name of Medication _____

Dosage: How much? _____ How often? _____

Has the student had any of the following illnesses?

Heart Disease	_____	Diabetes	_____
Asthma & Hay Fever	_____	Epilepsy	_____
Back Ailments	_____	Grand Mal	_____
Rheumatic Fever	_____	Petit Mal	_____

Please list allergies (insect stings, drugs, foods):

Is this student to wear glasses? (Please check one.)

Not at all _____ All the time _____ Reading only _____

Does this student have any hearing loss? _____

Any ear defects? _____ Heart defects? _____

Any skin disorders (diseases)? _____

PLEASE NOTE ANY PHYSICAL LIMITATIONS YOU ARE AWARE OF WHICH
WILL HELP US TO WORK MORE EFFECTIVELY WITH THIS STUDENT.

School Nurse Signature

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School District

EXPLORATORY OCCUPATIONAL EDUCATION PROGRAM
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Sole Supervisory District

Name _____ Home School _____ Date _____

Teachers _____ Course _____ Quarter 1 2 3 4 _____ Days Absent _____

[illegible]

THIS STUDENT SEEMS TO HAVE (MUCH, SOME, LITTLE) POTENTIAL IN THIS OCCUPATIONAL AREA AND (SHOULD, SHOULD NOT) CONSIDER IT FOR FURTHER TRAINING.

PARENT

